

DEPARTMENT OF PHILOSOPHY
STANDARDS AND PROCEDURES FOR TENURE

(Adopted: October 6, 1988)

(Amended: February 26, 1992, December 7, 1994, November 8, 2006, September 18, 2008)

The following standards and procedures for tenure are adopted by the Department of Philosophy in accordance with the relevant portions of the *Faculty Handbook*, the resolution of the Faculty Forum, approved by Fr. O'Malley on April 27, 1987; and, the tenure process timetable guidelines recommended by the Faculty Forum, and approved by Fr. O'Malley in a memorandum of April 13, 1988.

PART I – STANDARDS

The standard set forth in the *Faculty Handbook* is “some suitable combination of excellence in teaching, the scholarship it entails, and service to the university, with primary emphasis on teaching and scholarship.” The Department of Philosophy interprets this standard to include the following:

1. Excellence must be demonstrated in both teaching and scholarship. While different weight may be attached to each, tenure will not be granted for excellence in one alone.
2. Excellence in teaching includes all aspects of teaching, including classroom performance, course design, student assignments, grading, counseling, and helpfulness outside of class.
3. Excellence in teaching must be demonstrated by evidence which can be evaluated as objectively as possible. Such evidence may include student course evaluations, course syllabi, other course materials, and peer evaluation from within as well as from outside the department. Peer evaluation may include classroom observation, but such evaluation is not required.
4. Scholarship includes both the continuing study which is necessary to sustain competence in one's areas of teaching responsibility and the research and writing which enable one to be a recognized participant in some aspect of the profession. Although the scholarship should be in the field of philosophy, there is no requirement or expectation that the study and research and writing be in the areas of teaching responsibility.
5. Excellence in scholarship must be demonstrated by evidence which can be objectively evaluated. As indicated in #4 above, the candidate will provide such evidence by way of an ongoing program of scholarship. The department recognizes many valid forms of scholarship that may contribute to the candidate's overall scholarly record, including articles published in non-refereed journals, book reviews, translations, editorial work, and papers read at professional conferences. It is also expected that the candidate's program of research will entail refereed publication in reputable venues in some area of philosophy.

6. The degree of excellence in teaching and scholarship required for tenure is the same as the degree required for promotion to associate professor. A recommendation for granting promotion is governed by a separate set of standards and procedures. However, a candidate will not be granted tenure prior to promotion to associate professor, except under extraordinary circumstances. For a newly-hired assistant professor taking the full probationary period, the decision on the granting of tenure and the decision on promotion to associate professor would, ordinarily, be made in the same year.
7. The service component of the tenure requirement is met by some suitable combination of performance of services within the Department, to the university at large, to the community, and to the profession. Service within the Department includes, but is not limited to, Directed Readings courses, directing senior theses, committee assignments, hiring activities such as reviewing and interviewing, assistance at Open House and Meet Your Major events, advising the Philosophy Club, etc. Service to the university at large includes university committees and committees of the Faculty Council, and participation in mentorship programs, the Honors program, student organizations, and student recruitment. Service to the community includes presentations to, and working with, various groups and institutions that serve the community at large. Service to the profession includes manuscript reviewing, holding offices in professional organizations, organizing professional meetings, maintaining newsletters for professional organizations, and other related activities that advance one's discipline.

PART II – PROCEDURES FOR REVIEW OF PROGRESS TOWARD TENURE

1. Each candidate for tenure shall be evaluated annually. The evaluation shall be conducted by a tenure committee composed of all tenured members of the department who are on faculty contract and who have voting rights as defined in the *Faculty Handbook*. The committee shall be chaired by a member of the committee elected by the committee at the beginning of each academic year.
2. The tenure committee shall meet in the spring semester before the end of March to evaluate the progress of candidates toward tenure. The committee shall meet with each candidate individually and then without the candidate being present.
3. Candidates shall be informed well in advance of the date of the meeting, and of the materials required of them. Candidates may submit any materials which they deem relevant to their evaluation, although the tenure committee may decide how the material is to be used.
4. At a minimum, the materials required include answers and supporting documents for the questions used in the annual evaluation of all the faculty members.
5. After each meeting, the chair of the committee shall prepare a written report which reflects the views expressed during the meeting. Normally, the report shall be signed by each member of the tenure committee who was present at the meeting. Signing does not represent agreement with all aspects of the report, but only that the report is an accurate

record of the meeting. Any member of the tenure committee may submit a separate statement.

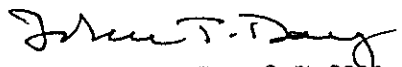
6. A copy of the report and any separate statements shall be distributed to each member of the tenure committee and to the respective candidate as soon as possible after the meeting. A copy of all materials, including those provided by the candidate, shall be submitted at the same time to the dean of the College of Arts and Sciences.
7. A candidate may respond to the report before the end of the academic year either in writing or by requesting a meeting with the tenure committee. The committee shall give a written reply to any response by the candidate before the end of the academic year. A copy of the candidate's response and that of the committee shall be distributed to all members of the committee and to the dean of the College of Arts and Sciences.

PART III – PROCEDURES FOR GRANTING TENURE

1. In the semester in which a tenure decision is to be made, the candidate shall prepare a dossier which supports the candidate's request for tenure. The dossier shall then be submitted to the member of the tenure committee by October 1.
2. The tenure committee shall meet with the candidate to discuss the dossier and the candidate's request for tenure. The committee shall then meet without the candidate being present. All meetings with the candidate shall take place before October 31.
3. The tenure committee shall take a vote by a written ballot on whether they recommend that the candidate be granted tenure. A two-thirds vote of the tenure committee is required for a favorable recommendation on tenure.
4. A report on whether the department recommends or does not recommend that tenure be granted the candidate, along with the dossier and any other record of the committee's deliberation which the committee wishes to make a part of the recommendation, shall be prepared by the chair of the committee.
5. Normally, the report will be signed by each member of the committee. Each member of the committee shall have the opportunity to submit a separate report.
6. A report on whether the department recommends or does not recommend that tenure will be granted shall be given in writing by the chair of the committee to the candidate.
7. The report of the committee, any separate reports, and the letter to the candidate, shall be submitted by the chair of the department to the dean of the College of Arts and Sciences by October 31.
8. A copy of the report submitted to the dean, including any separate reports and the report to the candidate, shall be distributed to each member of the tenure committee.

PART IV – POLICIES ON THE STANDARDS AND PROCEDURES FOR TENURE

1. The tenure evaluation process should be open and candid with sufficient guidance given to the candidate with regard to the standards for tenure and the evidence which is expected.
2. These standards and procedures shall be followed by the department for all candidates whose tenure decision occurs after the date of adoption.
3. All deliberations of the tenure committee and all reports submitted by the committee to the dean should be held in the strictest confidence.
4. The recommendation of the tenure committee of the department is only part of the process in which the final decision is made by the academic vice president. In the event of a decision which is adverse to the candidate, the responsibility for communicating with the candidate and justifying the decision shall rest with the academic vice president and not with the tenure committee of the department.


APPROVED FEB 27 2009