

J. William Fulbright College of Arts and Sciences

Personnel Document Department of Philosophy

Personnel Committee

The Personnel Committee consists of three tenured faculty members and may not include the Department Chair. Membership of the committee is determined by a vote of all tenure and tenure-track faculty held at the first faculty meeting of the academic year. Elected faculty serve a one-year term and are eligible to serve consecutive terms. The responsibilities of this committee include: offering advice on nontenured and tenure-track reappointments, offering written advice on merit evaluations (after having been given access to resume update forms), hearing and making recommendations on appeals of the Chair's recommendations on merit evaluations, in tenure and promotion cases, and in any other cases involving personnel, and soliciting letters of recommendation from external referees in tenure and promotion cases.

Personnel File

The Philosophy Department maintains a personnel file for each faculty member. These files are locked and accessible only to the Chair and the necessary support staff.

Work Assignments

Workload assignments (both regarding teaching and service) are determined by the chair. Prior to coming up for tenure, the standard teaching load for tenure-track assistant professors is two courses per semester. After achieving tenure, the faculty member's teaching load will be a product of the following: research productivity, departmental/professional service commitments, curriculum development, thesis/dissertation direction, and departmental curricular needs.

Initial Appointment

The description of any faculty positions to be filled will be determined by a vote of all tenured and tenure-track faculty. Following advertisement of the position in the appropriate publication of the American Philosophical Association and elsewhere and the receipt of applications, a list of candidates to be considered will be determined by all tenured and tenure-track faculty. The elected personnel committee will make recommendations to the chair of candidates to be brought to campus and of a candidate to be made an offer; the chair's subsequent recommendations will be voted on by all tenured and tenure-track faculty, and a recommendation made to the Dean accordingly. If there is a disagreement between the chair and the faculty or division among the faculty, the Dean will be apprised of that fact.

Successive Appointments and Annual Review

The chair will make each recommendation regarding reappointment of a nontenured faculty member only after consultation with the department's Personnel Committee. A negative recommendation will require consultation with all tenured members of the faculty.

Procedures for evaluating members of the faculty will conform to College and University policy. There will be an annual evaluation of each faculty member, tenured, tenure-track and non-tenure track. The responsibility for the initiation of evaluation procedures lies with the chair. The Department chair has the responsibility for assigning merit ratings after soliciting independent written advice from all members of the Personnel Committee, based on the availability to the members of the Committee of the resume update forms. Each faculty member will be provided a meeting time to discuss the evaluation and faculty development needs with the chair. Records of the discussion signed by both the faculty member and the chair will become part of the faculty member's file. The chair's evaluation / reappointment recommendation can be appealed to the Department Personnel Committee, and all results will be incorporated into the Chair's final evaluation. Where there is significant disagreement, both the chair's and the Committee's evaluation will be submitted to the Dean.

Evaluative Criteria

For each area of evaluation (teaching, research, and service), the chair will assign one of the following numbers: 0 (= does not meet expectations), 1 (= minimally meets expectations), 2 (= fully meets expectations), or 3 (= exceeds expectations). The criteria for these designations are as follows:

Teaching

- 0 = evidence of poor/inadequate teaching
- 1 = evidence of satisfactory teaching
- 2 = evidence of good teaching
- 3 = evidence of outstanding teaching

Evidence of achievement in teaching may include, among other items and in addition to required student evaluation and peer evaluation (as evidenced by classroom visitation), both self-evaluation and self-submitted teaching materials such as syllabi, textbooks, tests, and handouts which may be assessed for content and standards. Achievement at both the introductory and advanced levels will be considered, along with evidence, where appropriate, of degree of involvement and use of suitable teaching methods, effectiveness in directing and evaluating honors theses, masters theses, doctoral dissertations, and other independent work. Factors such as teaching a course for the first time, participation in honors colloquia, and teaching the graduate seminar will also be considered.

Research

- 0 = no evidence of progress in research
- 1 = evidence of progress in research
- 2 = evidence of substantial progress in research

3 = evidence of excellence in research

Evidence of achievement in research may include, among other items, acceptance and publication of papers in refereed journals, the acceptance and publication of books, presentation of papers at professional meetings, application for and receipt of grants, and the presentation of work in progress for evaluation by one's colleagues and other members of the profession. Within these guidelines the quality of the presses, journals, and professional meetings will be considered as will productivity as measured against the norms within the profession.

Service

0 = evidence of poor/inadequate service

1 = evidence of satisfactory service

2 = evidence of significant service

3 = evidence of outstanding service

Evidence of achievement in academically-related service activities may include, among other items, the refereeing of journal submissions or of the personnel decisions of other departments within the profession, service as chair, involvement in professional societies, service on university, college-wide, and departmental committees, participation in department meetings, student advising, involvement in library acquisitions, and the representation of department, college and community interests in off-campus community, state, regional and national activities.

Promotion and Tenure

In the third year of a tenure-track appointment, in accordance with College policy, evaluation will include class visitations by the chair and members of the Personnel Committee, and the reading of all the candidate's publications and work in progress by the chair and Personnel Committee before a recommendation is made. The chair's decision can be appealed to the Personnel Committee and all results will be incorporated into the chair's evaluation. Where there is significant disagreement, both the chair's and the Committee's evaluation will be submitted to the Dean.

A. Criteria

Each faculty member who is being considered for promotion shall be evaluated on the basis of achievement in the areas of a) teaching, b) scholarly activities, and c) professional and academically-related service. A high level of performance in both teaching and research is required before a recommendation for promotion can be made. This standard is meant to emphasize the role of teaching and research as the keystones of the department's mission. In order to be considered for promotion, candidates should have demonstrated that they meet to a high degree the standards established by the above Departmental evaluative criteria.