

DEPARTMENT OF PHILOSOPHY

– GOVERNANCE DOCUMENTS –

CRITERIA AND PROCEDURES FOR THE REAPPOINTMENT OF NON-TENURE-TRACK FACULTY

Last revision: March 17th, 2008

I. GENERAL COMMENT AND PROCEDURES

- A) These procedures and criteria apply only to non-tenure-track faculty members. The procedures and criteria governing the reappointment of tenure-track faculty are contained in the document entitled Department of Philosophy: Criteria and Procedures for Reappointment, Tenure, and Promotion.
- B) This document governs the following appointments:
 - 1) *Limited-Term Lecturer*
 - 2) *Continuing Lecturer*
 - 3) *Visiting Faculty*
- C) Nothing in this document is to be construed as being in conflict with the criteria, policies, and procedures governing the selection, reappointment, and review of non-tenure-track faculty as set forth in the relevant documents of Purdue University such as University Policy IV.14.4 (Terms and Conditions of Employment of Lecturers), or with those of IPFW as defined in OAA Memo 03-1 (Guidelines for the Selection, Appointment and Review of Continuing Lectures at IPFW), OAA Memo 03-2 (Examples for Documenting and Evaluating Teaching), or with the tenure and promotion policies and procedures of the College of Arts and Sciences.
- D) It is the responsibility of the chairperson of the Department of Philosophy to inform new non-tenure-track faculty of the existence of this document and to ensure that he or she understands its bearing upon his or her appointment. Thereafter, it is the responsibility of the individual non-tenure-track faculty member who wishes to be considered for reappointment to compile and organize all data and documentation relevant to and supportive of his or her case as so informed in a timely manner by the chair of the Department Committee on Reappointment, Promotion, and Tenure.

- E) If, in its written report to the department chairperson, the committee cannot recommend a non-tenure-track faculty member for reappointment, he or she shall be duly informed by the department chairperson of the specific reasons for his/her non-reappointment and if requested shall be provided the reasons in writing within 10 working days.
- F) The Department of Philosophy affirms the importance of mentoring for its non-tenure-track faculty. Each non-tenure-track faculty member is strongly encouraged to choose at least two faculty members as mentors (one from within, one from outside the department), who can provide him or her with regular and formative feedback on various aspects of his or her performance. The department chairperson shall offer assistance in finding such mentors.

II. REAPPOINTMENT FOR LIMITED-TERM LECTURERS

Limited-Term Lecturers are employed on a semester-by-semester basis, and their term of appointment may not exceed one semester. Limited-Term Lecturers are not regular employees of the University. There is no limitation on the number of semesters that an individual may be employed as a Limited-Term Lecturer if the individual's FTE for all Limited-Term Lecturer positions is less than .50 FTE per semester. An individual who holds a Limited-Term Lecturer position(s) with an FTE of .50 or greater may not be employed as a Limited-Term Lecturer for more than six continuous academic-year semesters without the approval of the President or his/her designee.

- A) Procedures
 - 1) Limited-Term Lecturers are appointed on an as-needed basis according to the schedule and procedures governing such appointments at IPFW.
 - 2) Limited-Term Lecturers whose services are needed for terms subsequent to their first appointment and who wish to be considered for such a position must undergo a review based upon materials submitted by the candidate to the Department Committee on Reappointment, Promotion, and Tenure and on any other documented material relating to his/her academic and professional performance during the period of his or her appointment. It is the responsibility of the committee chair to inform all candidates for reappointment of the deadline for the submission of these materials in a timely manner.
 - 3) These materials will be evaluated by the Department Committee on Reappointment, Promotion, and Tenure who will then forward a written recommendation to the department chairperson for his/her own review and action.

B) Criteria

1) Teaching

Recognizing the central role that teaching plays at IPFW, the Department of Philosophy affirms that no Limited-Term Lecturer will be recommended for re-employment who does not demonstrate competence in the classroom. In matters of defining, documenting, and evaluating competence in teaching, the department directs the attention of candidates for reappointment to OAA Memorandum 03-2 (Examples for Documenting and Evaluating Teaching). Normally, the Department expects competence in teaching to be demonstrated through multiple measures, including standardized end-of-the term teaching evaluations and classroom visitation by one or more members of the Department Committee on Reappointment, Promotion, and Tenure or their designee(s). At a minimum, competence in teaching is evinced by a faculty member meeting scheduled classes, holding regular office hours, being sufficiently prepared for class sessions, providing timely and appropriate feedback to students, and having standardized end-of-the term course evaluations which fall within the department average and which include substantive comments reflecting acceptable student perception of instructional effectiveness. Limited-Term Lecturers have no expectations of service or research.

III. REAPPOINTMENT FOR CONTINUING LECTURERS

According to Purdue University Policy IV.14.4 (Terms and Conditions of Employment of Lecturers), Continuing Lecturers are “a category of Lecturer staff employed to instruct a course or courses on an ongoing basis, and to perform other appropriate and necessary duties relating to the course or courses, their students, and the school’s instructional programs”.

A) Procedures

- 1) For the purposes of reappointment, a Continuing Lecturer will receive a review of his/her performance.
- 2) This review will be based upon materials submitted by the candidate to the Department Committee on Reappointment, Promotion, and Tenure and on any other documented material relating to his/her academic and professional performance during the period of his or her appointment. It is the responsibility of the committee chair to inform all candidates for reappointment of the deadline for the submission of these materials in a timely manner.

- 3) These materials will be evaluated by the Department Committee on Reappointment, Promotion, and Tenure who will then forward a written recommendation to the department chairperson for his/her own review and action. A copy of the committee's written recommendation will simultaneously be forwarded to the candidate. The chairperson's recommendation, along with the recommendation of the committee, and any supporting evidence will then be forwarded by the chairperson to the Dean of the College of Arts and Sciences for his or her own action.

B) Criteria

According to OAA Memo 03-01, Continuing Lecturer positions are "intended to meet ongoing instructional need" while at the same time having "departmental service responsibilities appropriate to their teaching assignment and an expectation of continuing professional development." Therefore, although the primary and most important basis for reappointment will be demonstration of competence in teaching, a Continuing Lecturer's activities in service or research, scholarship or creative endeavor may also be taken into account.

1) Teaching

SD 94-3 states that "IPFW faculty are expected to be effective teachers and to have demonstrated a significant commitment to teaching." Recognizing the central role that teaching plays at IPFW, the Department of Philosophy affirms that no Continuing Lecturer will be recommended for reappointment who does not demonstrate competence in the classroom. In matters of defining, documenting, and evaluating competence in teaching, the department directs the attention of candidates for reappointment to OAA Memorandum 03-2 (Examples for Documenting and Evaluating Teaching). Normally, the Department expects competence in teaching to be demonstrated through multiple measures, including standardized end-of-the term teaching evaluations and annual classroom visitation. At a minimum, competence in teaching is evinced by a faculty member meeting scheduled classes, holding regular office hours, being sufficiently prepared for class sessions, providing timely and appropriate feedback to students, and having standardized end-of-the term course evaluations which fall within the department average and which include substantive comments reflecting acceptable student perception of instructional effectiveness.

2) Service

OAA Memo 03-1 states that Continuing Lecturers have "departmental service responsibilities appropriate to their teaching assignment." The Department of Philosophy expects that Continuing Lecturers will perform departmental service such as, for example, serving on committees, or

advising student activity groups, or coordinating special events. Although neither a requirement nor an expectation, the Department encourages Continuing Lecturers to also engage in service to the university, the profession, or the community as per their individual expertise and interests. While not required, service beyond the department level may be used to supplement a candidate's case for reappointment.

3) Research, Scholarship, or Creative Endeavor

Since Continuing Lecturers are not granted release time for research, demonstrated activity in research, scholarship, or creative endeavor is not a requirement for reappointment. However, as the Department of Philosophy places great value on such activities and is committed to encouraging and supporting research, scholarship or creative endeavor amongst all of its faculty, Continuing Lecturers are encouraged to pursue such activities. Accordingly, achievement in this area may be used to supplement a Continuing Lecturer's case for reappointment. A list of recognized types of research, scholarship, or creative endeavor can be found in the document entitled: Department of Philosophy, Criteria and Procedures for Reappointment, Tenure, and Promotion, sections IV(B)1-

IV. REAPPOINTMENT FOR VISITING FACULTY

Visiting Faculty are hired for a specified period of time based on the needs of the department (normally at the level of Assistant Professor) and maintain a teaching load equivalent to that of a full-time Continuing Lecturer (1.00 FTE). Although appointments as Visiting Faculty are usually limited to a specified period of time, in exceptional cases the Department may wish, in consultation with the Dean and VCAA's office, to extend such an appointment. For such cases the following policies should apply.

A) Procedures

- 1) Should the department wish to extend the appointment, for the purposes of reappointment(s) subsequent to the initial term of appointment, an individual holding a Visiting Faculty position will receive an annual review of his/her performance.
- 2) This review will be based upon materials submitted by the candidate to the Department Committee on Reappointment, Promotion, and Tenure and on any other documented material relating to his/her academic and professional performance during the period of his or her appointment. It is the responsibility of the committee chair to inform all candidates for reappointment of the deadline for the submission of these materials in a timely manner.

- 3) These materials will be evaluated by the Department Committee on Reappointment, Promotion, and Tenure who will then forward a written recommendation to the department chairperson for his/her own review and action. A copy of the committee's written recommendation will simultaneously be forwarded to the candidate. The chairperson's recommendation, along with the recommendation of the committee, and any supporting evidence will then be forwarded by the chairperson to the Dean of the College of Arts and Sciences for his or her own action.

B) Criteria

Like Continuing Lecturers, visiting faculty positions are “intended to meet ongoing instructional need” while at the same time having “departmental service responsibilities appropriate to their teaching assignment and an expectation of continuing professional development.” Therefore, although the primary and most important basis for reappointment will be demonstration of competence in teaching, the activities in service or research, scholarship or creative endeavor of a candidate holding a Visiting Faculty position may also be taken into account.

1) Teaching

SD 94-3 states that “IPFW faculty are expected to be effective teachers and to have demonstrated a significant commitment to teaching.” Recognizing the central role that teaching plays at IPFW, the Department of Philosophy affirms that no candidate holding the position of Visiting Faculty will be recommended for reappointment who does not demonstrate competence in the classroom. In matters of defining, documenting, and evaluating competence in teaching, the department directs the attention of candidates for reappointment to OAA Memorandum 03-2 (Examples for Documenting and Evaluating Teaching). Normally, the Department expects competence in teaching to be demonstrated through multiple measures, including standardized end-of-the term teaching evaluations and annual classroom visitation. At a minimum, competence in teaching is evinced by a faculty member meeting scheduled classes, holding regular office hours, being sufficiently prepared for class sessions, providing timely and appropriate feedback to students, and having standardized end-of-the term course evaluations which fall within an acceptable range of the department average and which include substantive comments reflecting acceptable student perception of instructional effectiveness.

2) Service

Visiting Faculty have no service responsibilities appropriate to their teaching assignment. While not required, service may be used to supplement a candidate's case for reappointment.

3) Research, Scholarship, or Creative Endeavor

Since Visiting Faculty are not normally granted release time for research, demonstrated activity in research, scholarship, or creative endeavor is not a requirement for reappointment. However, as the Department of Philosophy places great value on such activities and is committed to encouraging and supporting research, scholarship or creative endeavor amongst all of its faculty, Visiting Faculty are encouraged to pursue such activities. Accordingly, achievement in this area may be used to supplement a candidate's case for reappointment. A list of recognized types of research, scholarship, or creative endeavor can be found in the document entitled: Department of Philosophy, Criteria and Procedures for Reappointment, Tenure, and Promotion, sections IV(B)1.