

# DEPARTMENT OF PHILOSOPHY

## – GOVERNANCE DOCUMENTS –

### CRITERIA AND PROCEDURES FOR REAPPOINTMENT, TENURE, AND PROMOTION

Last revision: March 17, 2008

#### I. GENERAL COMMENT AND PROCEDURES

- A) These procedures and criteria apply only to tenure-track faculty members. The procedures and criteria governing the reappointment of non-tenure track faculty (limited-term and continuing lecturers, visiting faculty, etc.) are contained in the document entitled Department of Philosophy, Criteria and Procedures for Reappointment of Non-Tenure-Track Faculty.
- B) Nothing in this document is to be construed as being in conflict with the criteria, policies, and procedures governing the reappointment, tenure, and promotion of faculty as set forth in the relevant documents of Purdue University or with those of IPFW as defined in SD 88-25 (Criteria for Tenure and Promotion), SD 94-3 (Promotion and Tenure Guidelines), OAA Memorandum 99-1 (Promotion and Tenure Dossier Format Guidelines), OAA Memorandum 03-2 (Examples for Documenting and Evaluating Teaching), or with the tenure and promotion policies and procedures of the College of Arts and Sciences.
- C) It is the responsibility of the chairperson of the Department of Philosophy to inform new 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 faculty member who wishes to be considered for reappointment, tenure, or promotion 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 department chairperson or the Department Committee on Reappointment, Promotion, and Tenure. The attention of candidates is directed to OAA Memorandum 99-1 (Promotion and Tenure Dossier Format Guidelines [revised August 2003; corrected December 2003]).
- D) The Department Committee on Reappointment, Promotion, and Tenure will be composed of a minimum of three members all of whom must be full-time tenured faculty. It will be formed on an annual basis at the same time as other regular departmental governance committees, normally during the first departmental meeting of the academic year. The mission of this committee is to evaluate and make recommendations regarding cases for reappointment, promotion, and tenure

for all faculty in the Department of Philosophy. Where possible, it is recommended that those persons possessing the same or higher rank or the status to which a candidate aspires should have major responsibility in formulating the department's recommendations. Under no circumstances may a standing member of the committee participate in discussions or vote upon his or own case. This committee elects its own chair and will report directly to the department chairperson (who may join the committee as a non-voting member).

- 1) If, in its written report to the department chairperson, the committee cannot recommend a 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.
- E) In the instance of cases for tenure and promotion, the Department Committee on Reappointment, Promotion, and Tenure shall form a special committee comprised of all tenured faculty of the department with the exception of the candidate him- or herself. The department chairperson shall serve on this committee as a non-voting member. This special committee must be comprised of a minimum of three voting members. Where possible, it is recommended that those persons possessing the same or higher rank or the status to which a candidate aspires should have major responsibility in formulating the department's recommendations. In the event that three faculty from within the department are unavailable, the Department shall submit to the Dean the names of faculty members from other departments whom it deems suitable to serve on the department committee. From this list, the Dean shall appoint enough faculty members to bring the committee membership to between three and five. The specific procedures governing cases for tenure and promotion are outlined in sections III(A) and IV(A) of this document.
- 1) The committee chair shall inform the candidate in writing of the vote or recommendation on the nomination, with a clear and complete statement of the reasons therefor, at the time the case is ready to be sent forward to the department chair. When the vote is not unanimous, a written statement stipulating the majority opinion and the minority opinion must be included. The candidate may submit a written response to the statement to the committee chair for inclusion with the case when it is sent forward to the department chair. Committee chairs shall distribute copies of all reports submitted or received to committee members.
  - 2) The department chair shall inform the candidate in writing of the recommendation on the nomination, with a clear and complete statement of the reasons therefor, at the time the case is ready to be sent forward to the next level. The candidate may submit a written response to the statement to the department chair for inclusion with the case when it is sent forward to the next level. At the same time the department chair sends

the case forward to the next level, the department chair shall also send a copy of the recommendation and statements of reasons, and the candidate's response, if any, to the committee chair.

- 3) The deliberations of the committee shall be strictly confidential, and only the chair may communicate a committee's decision to the candidate and to the department chair. Within the confidential discussions of the committee, each member's vote on a case shall be openly declared. No abstentions or proxies are allowed.

## II. REAPPOINTMENT

### A) Procedures

- 1) For the purposes of reappointment, each untenured department faculty member will receive a review of his/her academic and professional performance in accordance with applicable memoranda issued by the Office of Academic Affairs (currently, OAA 04-3).
- 2) This review will be based upon materials submitted by the faculty member 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 probationary period. 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, which will be sent to the candidate as well, 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.
- 4) The Department of Philosophy affirms the importance of mentoring for its junior faculty. Each untenured 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.

- 5) During the third year of his or her tenure-track appointment all untenured faculty members will, in consultation with the department chairperson, prepare and submit an abbreviated promotion and tenure dossier to the Department Committee on Reappointment, Promotion, and Tenure for the purpose of review of his or her progress toward tenure and promotion. The candidate will be furnished with a written evaluation of the materials submitted, which he or she will then discuss with the department chairperson. In addition, should the candidate so desire he or she shall be afforded the opportunity to discuss, jointly or separately, the evaluation with the members of the Department Committee on Reappointment, Promotion, and Tenure. Unless designated by the candidate, any evaluations, written or otherwise, resulting from this review will be for departmental use only. However, the department chairperson may consider and use such information to supplement those normally considered for reappointment purposes.

B) Criteria

The criteria for reappointment, promotion, and tenure include demonstration of competence in three areas: 1) research, scholarship, or creative endeavor; 2) teaching; and, 3) service to the department, university, community, or profession. Reappointment candidates who hold a tenure-track appointment must demonstrate that they are making progress towards attaining excellence in one of these three areas.

1) Research, Scholarship, or Creative Endeavor

SD 94-3 states that “IPFW faculty with release time for research are expected to be engaged in long-term programs of research, scholarship, or creative endeavor.” The Department of Philosophy considers research an important basis for reappointment and is committed to encouraging and supporting research, scholarship, or creative endeavor amongst its faculty. The Department recognizes that research, scholarship, or creative endeavor may take many forms. At a minimum, competence in research is evinced by a coherent and active research plan which is ongoing, appropriate to the candidate’s field or area of specialization, and is designed to reach a professional audience that extends beyond the campus community. The execution of such a research plan shows the candidate to be competent in this area if eventually he or she fulfills at least one-third of what defines excellence in the area (excellence understood as defined in IV(B)1 below).

2) 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 individual 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). 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. In addition, the candidate is strongly encouraged to document the progress he or she has made as a teacher during his or her time at IPFW and has to have made at least one out the five significant contributions or innovations that define excellence in this area (as specified in IV(B)2 below).

3) Service

SD 94-3 states that “IPFW Faculty are expected to take an active role in the campus beyond teaching and research or creative endeavor; they are encouraged to contribute their expertise to the community, state, and nation and to participate in professional organizations.” The Department of Philosophy affirms that service to the department, university, community, or profession is an obligation of all faculty members and will be a part of all reappointment decisions. At the same time, the Department recognizes that the rank, area(s) of expertise, background, interests, and experience of individual faculty members should be taken into consideration in evaluating the nature, scope, and types of service activities which might apply to individual cases for reappointment. Normally, competence in service is evinced by having engaged in at least two service activities over the course of an academic year. Examples of such service activities include but are not limited to: membership on department, school, or university committees; serving as a program coordinator; organizing or advising student activity groups; coordinating special events of interest to the department or university; giving a presentation to faculty or student gatherings; holding an office or position in an academic, professional, and scholarly society; serving as an editor of a scholarly journal or bulletin; participation in meetings of academic, professional, scholarly, or creative societies as a section organizer, chairperson, discussant or panel member; refereeing manuscripts; serving as an outside reviewer, member, or consultant to or on a tenure case, program review, or dissertation committee of another institution; recognized public or governmental service activities; functioning as an expert for the media or consulting in a similar capacity; organizing or

participating in public forums or seminars of interest to the department or university; or, any other activities generally considered as service to the department, university, community, or profession as described in OAA Memorandum 04-2 (Examples for Documenting and Evaluating Faculty Service). In all cases, the Department of Philosophy affirms that appropriate opportunities for service will be offered to faculty in a manner consistent with university expectations. However, the department does not anticipate excellence in service to be a sufficient stand alone reason for granting a faculty member reappointment or tenure.

### III. TENURE

SD 88-25 states that “the most important decisions in the academic profession, for the individual and for the institution regard the granting of tenure ... it has a significant impact on the faculty member, the University community, its students, and the citizens of the state.” The Department of Philosophy believes that tenure decisions have profound implications for all involved and recognizes that tenure decisions require thorough and careful deliberation based on the criteria, policies, and procedures specified in this document and those set forth in SD 88-13 (Procedures for Promotion and Tenure), SD 88-25 (Criteria for Tenure and Promotion), and SD 94-3 (Promotion and Tenure Guidelines).

#### A) Procedures

- 1) Normally, a candidate may expect an interval of five years to occur between the time of the initial appointment and the time of preparing his/her application for tenure. When a candidate applies for tenure (usually at the beginning of the sixth year in rank), he/she is expected to follow the guidelines for the preparation of tenure cases set forth in OAA Memorandum 99-1 (Promotion and Tenure Dossier Format Guidelines).
- 2) Normally, a candidate for tenure in the Department of Philosophy should expect to prepare his or her case according to the following timetable:
  - **January** of the academic year preceding that during which the case for tenure will be submitted: In preparation for organizing and submitting a case for tenure, the potential candidate should thoroughly familiarize him or herself with the most recent versions of the aforementioned documents and with any other relevant materials concerning the preparation and submission of a case for tenure as well as current or upcoming tenure case timetables and due dates.
  - **February-March**: The candidate meets with the department chairperson to discuss the assembly of a tenure dossier and to assist in the development a list of potential external reviewers. The primary responsibility of the chairperson is to serve as an advocate of the candidate and to ensure the timely preparation of his or her case.

- **March-April:** After meeting with the candidate, the department chairperson will solicit external review letters, ensure the formation of a special committee of the Department Committee on Reappointment, Promotion, and Tenure as defined in section I(D) of this document, and set a due date for the submission of the completed dossier to the aforementioned committee, normally no later than the end of August.
  - **March-July:** During this time, the candidate will assemble his or her tenure dossier.
  - **June-July:** The department chairperson ensures the timely receipt of external review letters. Should he or she so desire, at this time the candidate may submit a complete, or near complete, draft of his or her dossier to the special committee of the Department Committee on Reappointment, Promotion, and Tenure for informal review.
  - **August:** Candidate submits the final, completed dossier to the special committee of the Department Committee on Reappointment, Promotion, and Tenure by the deadline set previously, normally no later than the end of the month.
  - **September:** The special committee of the Department Committee on Reappointment, Promotion, and Tenure votes and submits its recommendation to the department chairperson who then forwards the dossier along with his or her own recommendation to the next decision level as well as to the candidate by the specified due date.
- 3) SD 88-13 states that “Nominations for promotion and/or tenure shall be considered at several levels. The preponderance of the evaluation of a candidate shall occur at the first level.” For the Department of Philosophy the “first level” is taken to mean a special committee of the Department Committee on Reappointment, Promotion, and Tenure as defined in section I(D) of this document. In cases involving tenure, the following will apply to this committee:
- a. The aforementioned committee will take note of the timeline outlined in section III(A) of this document and coordinate its activities accordingly.
  - b. The aforementioned committee will use the criteria outlined in section III(B) of this document as the primary basis for their decisions(s).
  - c. The chair of the aforementioned committee will ensure that the result(s) of the vote and the reasons therefor, including reasons for

a minority vote, will be made available to the candidate before being sent to the next decision level and in accordance with I(D.2) of this document.

B) Criteria

- 1) SD 88-25 states that “tenure at any rank is based upon a record of satisfactory teaching, research and service.” A member of the Department of Philosophy will be eligible for tenure if, during the probationary period, he or she establishes competence in the areas of research, teaching, and service as defined in this document in section II(B) and demonstrates the potential for promotion as defined in section IV(B). The candidate should note, however, that at IPFW tenure is rarely granted without promotion and it is assumed that a successful candidate for promotion will also be a successful candidate for tenure.
- 2) Since the Department of Philosophy is a Purdue University mission, it should also be noted that, concerning simultaneous applications for tenure and promotion, the initial recommendation and vote shall be on promotion, and that separate votes shall be taken for each change of status, and separate rationales provided when the votes are not identical. Separate recommendations on each change of status shall similarly be supplied by the department chair and Dean.

#### IV. PROMOTION

As with tenure, the Department of Philosophy believes that promotion decisions have profound implications for all involved and recognizes that such decisions require thorough and careful deliberation based on the criteria, policies, and procedures specified in this document and those set forth in SD 88-13 (Procedures for Promotion and Tenure), SD 88-25 (Criteria for Tenure and Promotion), and SD 94-3 (Promotion and Tenure Guidelines).

A) Procedures

- 1) When a candidate applies for promotion, he/she is expected to follow the guidelines for the preparation of promotion cases set forth in OAA Memorandum 99-1 (Promotion and Tenure Dossier Format Guidelines).
- 2) Normally, a candidate for promotion in the Department of Philosophy should expect to prepare his or her case for promotion according to the following timetable:
  - **January** of the academic year preceding that during which the case for promotion will be submitted: In preparation for organizing and submitting a case for promotion, the potential candidate should

thoroughly familiarize him or herself with the most recent versions of the aforementioned documents and with any other relevant materials concerning the preparation and submission of a case for promotion as well as current or upcoming promotion case timetables or due dates.

- **February-March:** The candidate meets with the department chairperson to discuss the assembly of a promotion dossier and to assist in the development a list of potential external reviewers. The primary responsibility of the chairperson is to serve as an advocate of the candidate and to ensure the timely preparation of his or her case.
  - **March-April:** After meeting with the candidate, the department chairperson solicits external review letters, ensures the formation of a special committee of the Department Committee on Reappointment, Promotion, and Tenure as defined in section I(D) of this document, and sets a due date for the submission of the completed dossier to the aforementioned committee, normally no later than the end of August.
  - **March-July:** Candidate begins assembling his or her promotion dossier.
  - **June-July:** The department chairperson ensures the timely receipt of external review letters. Should he or she so desire, at this time the candidate may submit a complete, or near complete, draft of his or her dossier to the special committee of the Department Committee on Reappointment, Promotion, and Tenure for informal review.
  - **August:** Candidate submits final, completed dossier to the special committee of the Department Committee on Reappointment, Promotion, and Tenure by the deadline set previously, normally by the end of the month.
  - **September:** The special committee of the Department Committee on Reappointment, Promotion, and Tenure votes and submits its recommendation to the department chairperson who then forwards the dossier to the next decision level by the specified due date.
- 3) SD 88-13 states that “Nominations for promotion and/or tenure shall be considered at several levels. The preponderance of the evaluation of a candidate shall occur at the first level.” For the Department of Philosophy this “first level” is taken to mean a special committee of the Department Committee on Reappointment, Promotion and Tenure as defined in section I(D) of this document. In cases involving promotion, the following will apply:

- a. The aforementioned committee will take note of the timeline outlined in section IV(A) of this document and coordinate its activities accordingly.
- b. The aforementioned committee will use the criteria outlined in section IV(B) of this document as the primary basis for their decisions(s).
- c. The chair of the aforementioned committee will ensure that the result(s) of the vote will be made available to the candidate before being sent to the next decision level and in accordance with I(D.2) of this document.

B) Criteria for promotion from Assistant to Associate Professor

The criteria for promotion to Associate Professor include demonstrating achievement in three areas: 1) research, scholarship, or creative endeavor; 2) teaching; and, 3) service to the department, university, community, or profession. Normally, as a minimum requirement, a candidate must demonstrate excellence in one area and competence in the other two. Although it is conceivable that a candidate might choose service as his or her area of excellence, the Department strongly advises against it. This is not to understate the importance of service as a factor in qualifying for promotion but to suggest that one's record as a scholar and teacher is of paramount significance in documenting one's professional capabilities.

1) Research, Scholarship, or Creative Endeavor

SD 94-3 states that "if research and creative endeavor is the primary basis for promotion to Associate Professor, the candidate should have demonstrated substantial achievement beyond the terminal degree." For the Department of Philosophy, substantial achievement is defined as research, scholarship, or creative endeavor which meets certain quantitative and qualitative requirements. Normally, excellence in this area is evinced by the candidate having fulfilled at least one of the following three quantitative requirements: 1) a book or a book length manuscript published or accepted for publication by a recognized academic or scholarly press; or, 2) between three and five articles published or accepted for publication in peer-reviewed scholarly journals or as chapters in peer-reviewed edited volumes; or, 3) a critical edition of a text or collection of texts which makes a recognized contribution to the candidate's area of specialization published or accepted for publication in an appropriate venue.

The following may be used as added evidence of excellence in research secondary and supplementary to the preceding: encyclopedia entries or articles in scholarly reference works; edited books or other publications;

book chapters in edited scholarly volumes; research grants leading to publication; translations of published materials which make a scholarly contribution; review articles and book reviews in recognized scholarly periodicals; lectures, papers, and speeches presented at professional meetings or educational institutions; participation in regularly scheduled meetings of academic, professional, or scholarly societies; or, any of the multiple measures of excellent or outstanding research described in OAA Memorandum 05-6 (Examples for Documenting and Evaluating Faculty Research, Scholarship, and Creative Endeavor).

In all cases, it is normally expected that the quality and significance of a candidate's research will be demonstrated through positive reviews of his or her work by recognized experts in his or her area(s) of specialization. This may take the form of both formal external review(s) as well as, in the case of monographs, book reviews published in recognized scholarly journals. All evidence of research accumulated by the candidate before being appointed to IPFW is applicable to promotion from Assistant to Associate Professor, although it must be supplemented with evidence of sustained and continued activity in research, scholarship, or creative endeavor accumulated since the candidate's appointment to IPFW.

## 2) Teaching

SD 94-3 states: "if teaching is the primary basis for promotion to Associate Professor, the candidate's performance should be clearly superior to the standard of acceptability at IPFW." Normally, excellence in this area is understood as fulfilling the criteria of competence as specified in II(B)2 above and is further evinced by the candidate being able to document at least five significant contributions or innovations he or she has made in the areas of course and curriculum development, student learning and achievement, pedagogy and instructional effectiveness, and published papers in recognized scholarly journals on one or all these aspects.

Examples of such contributions include but are not limited to: standardized end-of-the term course evaluations which fall consistently above the department average and which include substantive comments reflecting high student perception of instructional effectiveness; the development of new courses which are integrated into curriculum; the significant redesign of an existing course or courses; alumni surveys or written letters by former students which reflect the positive impact which the faculty member's teaching has had on their success in graduate or professional school or on their personal or professional development; the preparation or publication of instructional materials such as readers or textbooks; substantial and sustained student advising and writing recommendation letters; participation in substantial off-campus learning experiences such as a study abroad program; grants received for curriculum, program, or course development; directed readings or

supervised research of individual students; participating in specialized teaching, such as in the university honors program or interdisciplinary programs; documented experimentation or research in instructional methods; one or more grants received for curriculum, program, or course development; one or more honors or awards for teaching; participation in conferences, programs, or workshops that enhance an individual faculty member's teaching or contribute to the enhancement of teaching and learning within the department or the university as a whole; or, any of the multiple measures of excellent or outstanding teaching described in OAA Memorandum 03-2 (Examples for Documenting and Evaluating Teaching).

All teaching accomplishments accumulated by the candidate during his or her probationary, non-tenure years of appointment to the university may be applied to the request for promotion from Assistant to Associate Professor based on excellence in teaching.

### 3. Service

The guidelines suggested for demonstrating competence in departmental, university, community, or professional service are of the same general order as those set forth for reappointment in section II(B.3) of this document. However, the candidate for promotion to Associate Professor would be well-advised not to depend upon service as a primary or stand alone basis for requesting promotion. All service accomplishments accumulated by the candidate during his or her probationary, non-tenure years of appointment to the university may be applied to the request for promotion from Assistant to Associate Professor.

## C) Criteria for Promotion from Associate Professor to Professor

A candidate for promotion from Associate Professor to Professor must meet academic and professional standards that are demonstrably beyond those required of the candidate who seeks advancement in rank to that of Associate Professor. Although, at this level, it is conceivable that a candidate might choose service as his or her area of excellence, the Department strongly advises against it (for reasons mentioned in (B) above).

### 1) Research, Scholarship or Creative Endeavor

SD 94-3 states that "(if research is) the primary basis for promotion to Professor, the candidate should have gained national or international recognition of his or her work." In the Department of Philosophy, candidates making a case for promotion to the rank of Professor based on excellence in research are required to demonstrate substantial achievement and to have established recognition of their work at a national or international level. The criteria for (competence and) excellence that will

be used are the same that apply for the promotion from Assistant to Associate Professor; the achievements, however, on which the promotion to Professor should be based must date from the time after his or her first promotion.

2) Teaching

SD 94-3 states that “(if teaching is) the primary basis for promotion to Professor, the candidate should not only have established a record of excellent teaching but also have contributed to the general improvement of instruction at IPFW or in the discipline.” In the Department of Philosophy, candidates making a case for promotion to the rank of Professor based on excellence in teaching are required to demonstrate substantial achievement in the areas of course and curriculum development, student learning and achievement, and pedagogy and instructional effectiveness. The criteria for (competence and) excellence that will be used are the same that apply for the promotion from Assistant to Associate Professor; the achievements, however, on which the promotion to Professor should be based must date from the time after his or her first promotion.

3) Service

The guidelines suggested for demonstrating an interest and competence in departmental, university, community, or professional service are of the same general order as those set forth for promotion to Associate Professor.