

PHILOSOPHY DEPARTMENT GUIDELINES FOR RENEWAL, PROMOTION AND TENURE

1/ General Principles:

a/ The department recognizes and values all four broad categories of knowledge included in discovery of knowledge, the scholarship of teaching, integration of knowledge, and application of knowledge;

b/ The department recognizes that renewal, tenure and promotion processes shall be conducted in a non-discriminatory fashion; with due respect for the expertise of faculty in evaluating peers; and with maximum transparency regarding standards and practices consistent with the privacy of individual candidates;

c/ In keeping with the policy of the university, unlawful or arbitrary discrimination is prohibited in all determinations regarding renewal, promotion and tenure as concerns race, color, religion, sex, national origin, age, political opinions, sexual orientation, physical disability or any other conditions established by law.

2/ Guidelines

a/ Upon approval by the Philosophy Department, these guidelines are to be forwarded to Senate and the CCSU/AAUP for review to assure conformity with the Collective Agreement and Senate policy;

b/ These guidelines are to be reviewed at least every three years by the Department DEC and modifications, if any, brought to the department for majority vote;

c/ These guidelines are to be distributed to new tenure-track members upon appointment, and made available to any member applying for renewal, tenure or promotion.

3/ Mentoring:

New faculty, until tenure or first promotion, will be assigned a mentor whose task is:

a/ to communicate the contractual standards and procedures for renewal, promotion and tenure;

b/ to consult with each DEC member about their view of a candidate's progress before the mentor consults with the candidate; and

c/ to help candidates prepare their applications, according to the model proposed by Senate

4/ Dossiers:

Faculty applying for renewal, promotion and/or tenure are to use the following format as specified by that model:

a/ include a current c.v., clearly indicating scholarly activity in the areas of teaching, research, and service, both to the institution and to the community at large;

b/ include an overall narrative of up to 4 single spaced pages (2000 words) justifying their application;

c/ include five substantive sections arranged according to the contractual criteria: load credit, creative activity, service to the department and university, professional activity and years of service, in that order of priority based on sections 4.9.11.1 to 4.9.11.5 of the Collective Agreement; incorporating sections (5)-(9) below;

d/ include if they so desire brief narratives for each or any section, ideally no longer than one page in length;

e/ include all or none of all their previous department(s), chair(s) and dean(s) evaluations since their last assessment; but not a selection.

5/ Load Credit:

a/ Candidates should include all syllabi and other significant materials for courses taught (exclusive of repetitions); a statistical summary of student opinion surveys; and a reproduction of all student comments per course;

Note: bubble sheets are to be made available to the department for purposes of verification of the statistical summary and student comments; but should not be included in the candidate's dossier as sent forward to the Dean and University P and T.

b/ The department may, resources permitting, assist candidates for renewal and tenure in preparing the statistical summary of student opinion surveys;

c/ Candidates should include a brief report for each instance of course reassignment for research or service, or for sabbatical;

d/ Candidates' teaching will be evaluated by the department DEC through at least two classroom visits; the results of which will be provided to the candidate via a departmentally approved form and included in the candidate's dossier with up to one page of response by the candidate for each teaching assessment.

6/ Creative Activity:

a/ Candidates should include photocopies of any published articles, a copy of any published book, and a text or description of any conference presentation, including clear indication of date and place of publication or presentation. Candidates are encouraged to include published reviews or evaluative letters by relevant third parties.

b/ Candidates may include the texts of work in progress, indicating where they have been submitted or accepted; understanding that this is indicative of potential merit rather than

evidence of established scholarship, except in the case of completed manuscripts that have been fully accepted for publication;

c/ Candidates may include grant proposals, indicating whether the proposal was accepted or not, with the understanding that accepted proposals are preferred;

d/ Creative activity should be appropriate to the candidate's field or fields, including interdisciplinary work;

7/ Productive Service to the Department and University:

a/ Candidates are to include a record of committee service and functions in the department, the university, and the CSU system, with a clear indication of tasks accomplished;

b/ chairing or co-chairing a committee, assuming other named responsibilities, and writing reports on specific topics should be indicated as activities valued beyond mere committee membership and attendance;

b/ Candidates may include evidence of community service outside the university, so long as this activity is based on their professional expertise and professorial status;

8/ Professional Activity:

a/ Candidates should include a record of all professional conferences attended; with an indication of whether they presented a paper, responded to a paper or participated in a panel, or chaired a session, as activities valued beyond mere conference attendance.

b/ Candidates should include a list of all professional associations to which they belong, with an indication of officer status or committee participation where appropriate.

Approved by the Department: _____ May 7, 2008

Submitted to Senate and AAUP: _____ May 12, 2008

Entered into Force: _____

Modified: Sept. 28, 2009.