

**BYLAWS OF THE DEPARTMENT OF PHILOSOPHY**  
**UNIVERSITY OF NEVADA, RENO**

Approved by the Department Faculty on September 10, 2010

Approved by the Dean of the College of Liberal Arts on December 1, 2010

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## I. BYLAWS

- A. **Authorization.** These bylaws are authorized by Section Six of the Bylaws of the University of Nevada Reno. These bylaws shall not conflict with either the University of Nevada, Reno Bylaws or the Bylaws of the College of Liberal Arts.
- B. **Scope of the Bylaws.** These bylaws shall provide for the organizational structure and the personnel policies and procedures for the faculty of the Department of Philosophy. In the event of a conflict, the University and the College of Liberal Arts Bylaws shall prevail.
- C. **Adoption of the Bylaws.** These bylaws shall be considered as adopted and in full force and effect upon: (1) Approval by a two-thirds majority of the continuing faculty of the Department of Philosophy in a written secret ballot with sufficient notice to allow all eligible faculty to participate. (2) Approval by the Dean of the College of Liberal Arts. (3) Approval by the President of the University.
- D. **Amendments to the Bylaws.** Any faculty member of the Department of Philosophy may propose amendments to these bylaws. Proposed amendments shall be submitted in writing to the chair who shall call a department meeting to discuss the proposed amendment no later than one month after the date of the submission. Proposed amendments shall be put to a vote upon request by a majority of the department's continuing faculty at an authorized faculty meeting. A proposed amendment shall be in full force and effect upon: (1) Approval by a two-thirds majority of the faculty of the Department of Philosophy in a written secret ballot. (2) Approval by the Dean of the College of Liberal Arts. (3) Approval by the President of the University.
- E. **Interpretation of the Bylaws.** If one-third of the continuing members of the department questions the interpretation of these bylaws, they may seek a recommendation from a department Bylaws Committee. The Bylaws Committee shall be composed of the duly elected members of the department Personnel Committee meeting on a *ad hoc* basis solely to review the interpretation question and make a recommendation to the department. If a majority of the continuing faculty disagrees with the recommendation, they may seek a ruling from the dean of the college. If a majority of the continuing faculty disagree with the dean's ruling, they may appeal to the Provost of the University. If a majority of the continuing faculty disagrees with the Provost's decision, they may appeal to the President of the University for a final ruling.

## II. GOVERNANCE AND ORGANIZATION OF THE DEPARTMENT

- A. **Mission and Faculty Responsibilities.** The primary mission of the Department of Philosophy is to pursue, through research, and to disseminate, through teaching and

publication, a deeper understanding of philosophical thought. There is an equal emphasis on research and teaching, which the department regards as mutually reinforcing activities. A secondary mission is to make contributions, through service, to life at the University and to the profession.

1. **Research.** As an intellectual discipline, philosophy inclusively embraces both ancient traditions of inquiry and commitments to ongoing investigation in a wide variety of domains. Members of the faculty seek to contribute to the discipline by engaging in professional scholarly activities that have, as their ultimate aim, the production of publishable results. For the sake of this end, members are expected to keep abreast of significant developments in the profession, and to participate in its activities.
2. **Teaching.** The critical habits of mind that philosophical reflection requires represent one of the central values of a liberal-arts education; and since this reflection is inherently integrative in its ambitions, a training in philosophy aims, in virtue of its content as well, to realize these values generally. Members of the faculty promote such values in their teaching by seeking to inculcate in students a serious appreciation of the main lines of historical and contemporary philosophizing, while strengthening their capacity to give, ask for, and evaluate reasons and arguments.
3. **Service.** Aspiring to work for the common good in their various communities, members of the faculty are expected to make themselves available, as needed, to the department, to the College of Liberal Arts, to the University, or to professional organizations.

## **B. Administrative Organization and Operational Policies**

1. **Definition of Department Faculty.** The Philosophy Faculty of the University of Nevada, Reno shall be as defined in the relevant sections of the College of Liberal Arts Bylaws, the University bylaws, and NSHE Code.
2. **Definition of Voting Rights.** Voting on tenure-track appointments shall be limited to faculty who hold such appointments.
  - a. With the exception of search committees, committees of the whole, and committees prohibited elsewhere in these bylaws, contingent lecturers may serve on and vote on committees. However, once a committee makes its recommendation to the department, contingent lecturers may not vote in the department decision, with the exception of departmental decisions on venues and meals associated with lectures; on social events; and on the physical environment (excluding office allocation).
  - b. Contingent lecturers may vote in departmental decisions on venues and meals associated with lectures; on social events; and on the physical environment

(excluding office allocation). They may not vote in any other departmental decision.

- c. Visiting faculty shall have no voting rights in the department.
3. **Voting Procedures.** Voting normally will be by a show of hands. If any voting member requests a secret ballot, there shall be one.
  4. **Department Meetings.** Meetings of the department shall be called regularly or as the need arises. Meetings may be called by the chair or at the request of one-third of the faculty. Members of the Department of Philosophy faculty shall be given written notification of department meetings at least three days prior to their occurrence. In the case of an emergency, meetings can be called on shorter notice provided that the majority of the department faculty unanimously consents to this action and that every effort be made to contact and consult with all members of the department. The chair shall preside at department meetings. A quorum, consisting of a majority of the department's voting faculty, must be present before any matter can be voted on. Each faculty member in the department shall have one vote and shall have the right to vote on any matter put before the department with the exception of personnel recommendations unless prohibited elsewhere. All departmental actions shall be decided by majority vote except as provided for in these bylaws. All departmental actions at meetings shall be made a matter of record.

The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to adjourn or to take recess. All business not specifically governed by the bylaws shall be conducted according to the most recent edition of *Robert's Rules of Order*.

5. **Department Chair**, selection, evaluation, removal, terms, duties
  - a. **Selection.** Any full-time tenured faculty member above the assistant professor level shall be eligible. A candidate for chair shall be nominated by a majority vote of the department's faculty in the spring semester prior to the beginning of the chair's term of office or whenever a vacancy occurs. Any departmental nomination will be recommended to the dean of the college who, with the approval of the president, will appoint.
  - b. **Evaluation.** See section II. 6. b. 3) d), Personnel Committee, Procedures, Chair Evaluation.
  - c. **Removal.** Should one-third of the continuing faculty at any time desire that the chair step down, they may upon written notification (five working days) to the continuing

faculty call a meeting to vote upon the question. Should a majority of the continuing faculty in secret ballot vote affirmatively, the recommendation shall be made to the dean. Either a majority or minority report, explaining the reasons for or against the recommendation, may accompany the reporting of the vote to the dean. Upon approval by the dean, new nominations shall be made and an election held.

- d. **Acting Chair.** In the event a chair is unable to perform his or her duties, or resigns before the end of his or her term, an acting chair shall be nominated by a majority vote of the department faculty to serve until a new chair can be selected. Nominees for the position of acting chair of the department will be recommended to the dean of the college, who, with the approval of the president, will appoint.
- e. **Terms.** The term of office for the chair shall be for three contract years normally beginning on July 1 of the first contract year and ending June 30 of the third contract year. Normally, a chair may serve no more than two consecutive terms.
- f. **Duties.** In addition to the duties enumerated in other sections of these bylaws the chair shall represent the department faculty and its academic interests to the college and the University, shall call regular meetings of the department faculty, and shall implement college and University policy within the department.

## 6. Committees and Responsibilities.

- a. **Ad Hoc Committees.** Except where stated elsewhere in these bylaws, the chair may establish *ad hoc* committees as needed, and will appoint their members. All such committees shall function as advisory to the department.
- b. **Personnel Committee.** The Personnel Committee is an advisory body that makes recommendations to the chair, except in the case of the Chair's evaluation.
  - 1) **Membership.** The Personnel Committee shall consist of three associate or full professors. Personnel Committee members will be elected by the continuing members of the department. Personnel Committee members will not participate in their own case.
    - a) **Term of Service.** The term of membership will be three years. Terms will be staggered to produce continuity of membership. In order to produce staggered terms, the initial terms of the first Personnel Committee (and only of the first Personnel Committee) will be three years, two years, one year.
    - b) **Elections.** Nominations and elections to the Personnel Committee will normally take place annually in November. The procedure for the election of

Personnel Committee members will be: Continuing members of the department will make nominations; nominees will declare whether they are willing to run; each continuing member may vote for as many candidates as there are committee members to be elected; the candidates with the most votes win. If there is a tie, each continuing member gets one vote to break the tie and the candidate with the most votes wins. If a tie remains, the winner will be determined by the flip of a coin.

- c) **Vacancy.** If any member of the Personnel Committee must resign before end of term, a member will be elected by the continuing members of the department to fill out the remainder of the term.
- 2) **Duties.** The Personnel Committee shall perform the following duties:
- a) Annual evaluation of continuing and contingent members of the department in each of the three areas of teaching, research and service.
  - b) Annual evaluation of the chair.
  - c) The department chair will utilize the Personnel Committee for assistance in conducting annual and third-year review of probationary faculty. The process of these reviews will include consultation with all the other tenured members of the department.
  - d) The Bylaws Committee is an *ad hoc* committee convened when a third of the continuing faculty question the interpretation of department bylaws and solely for the purpose of reviewing the interpretation question and making a recommendation to the department. The committee shall be composed of the duly elected members of the Personnel Committee.
- 3) **Procedures.**
- a) **Committee Chair.** The committee will select a chair from among its members.
  - b) **Recommendations to the chair.** Except in the case of the evaluation of the chair, the committee will recommend its evaluation in writing to the chair. The chair may then elect to disagree in specific cases with the committee for cause, and will inform the committee of any such disagreement. The evaluation of the chair will be communicated in writing to the College of Liberal Arts Dean.

- c) **Faculty Evaluation.** The annual evaluation of continuing and contingent members of the department in each of the three areas of teaching, research and service will utilize annual evaluation materials submitted by the department member, the member's role statement for that year, and, when appropriate, consultation with faculty or others. Annual evaluation materials will include a completed annual evaluation form as well as supporting materials providing evidence for claims made.
- d) **Chair Evaluation.** The percentages accounting for the basis of the chair's evaluation normally are 25% teaching, 25% research, 50% chair/service, unless otherwise negotiated with the dean. For the purposes of annual evaluation, the chair will turn in a detailed report of goals and performance, which will be made available to all faculty and staff. Evaluation of the department chair, as chair, will utilize a confidential questionnaire approved by a majority vote of the continuing faculty. The questionnaire will be filled out by the continuing faculty, the contingent faculty, the LOAs and staff. The Personnel Committee will compile the results of the questionnaire and forward them both to the chair and to the dean. Compilation will include both tabulating percentages and recording all written comments (except in cases where comments are inappropriate – for example, comments that do not pertain to the role of the chair). There will be a separate tabulation for each of two groups: continuing faculty as one group and as a second group, contingent faculty, LOAs and staff. There will be no overall compilation of the results of the two groups. Evaluation of the chair in the areas of teaching and research will be conducted by the Personnel Committee following the same procedures as in II. 6. b. 3) c).

The chair of the Personnel Committee will give the compiled results from each of the three groups to the department chair, who may, if desired, attach comments and will send a memo to the dean summarizing the overall results of the evaluation of the chair with the compiled questionnaire results and any comments by the chair attached.

- c. **Promotion Committee.** The promotion committee will consist of all faculty members who hold the rank under consideration or above. If the number of those who hold that rank is less than three, those who do hold the rank will recommend a number of faculty in the college who hold the rank, and who have relevant personnel experience and disciplinary interests, from which the dean may appoint sufficient outside members to make up a committee of three. The committee will be chaired by the department chair, if he or she is eligible to serve (otherwise the department chair will be an *ex officio* non-voting member and the committee will select one of its members to be committee chair). The faculty member under consideration will make

all evaluation materials available to the Promotion Committee. The faculty member's record during the entire professional career will be considered, although the greatest weight will be on the record since the last promotion.

The Promotion Committee will make a recommendation to the department chair in a written report, which will be forwarded to the dean. The department chair will make a recommendation in a written report, which will be forwarded to the dean. Should the department chair's recommendation differ from that of the Promotion Committee, the department chair will, in his or her written report, state reasons for disagreeing. Promotion Committee members who disagree with the decision of the committee may write a minority report to the department chair, including reasons for disagreeing, which will be forwarded to the dean. The department chair's written report and any minority report will be made available to the Promotion Committee.

- d. **Tenure Committee.** The Tenure Committee will consist of all tenured faculty members. The committee will be chaired by the department chair. The faculty member under consideration will make all evaluation materials available to the Tenure Committee. The faculty member's entire record will be considered, although the greatest weight will be on the record since being hired by the University.

The Tenure Committee will make a recommendation to the department chair in a written report, which will be forwarded to the dean. The department chair will make a recommendation in a written report, which will be forwarded to the dean. Should the department chair's recommendation differ from that of the Tenure Committee, the department chair will, in his or her written report, state reasons for disagreeing. Tenure Committee members who disagree with the decision of the committee may write a minority report to the department chair, including reasons for disagreeing, which will be forwarded to the dean. The department chair's written report and any minority report will be made available to the Tenure Committee.

- e. **Search Committee.** The continuing faculty shall act as a committee of the whole in:
- 1) determining the department's recruitment needs,
  - 2) formulating the job description,
  - 3) screening the applicants, and
  - 4) deciding who to recommend for appointment.

All appointments at the continuing faculty level shall be appointed as a result of a national search for a continuing faculty member. Current University guidelines regarding search procedures will be followed.

7. **Notification of Decisions.** (See College of Liberal Arts bylaw 15.C.3.c)

8. **Confidentiality and Access to Personnel Files** (see College of Liberal Arts Bylaw 15.C.3.g)

### **III. PERSONNEL GUIDELINES**

- A. **Procedures.** In making personnel recommendations, the College of Liberal Arts Bylaws regarding hiring, tenure, promotion, reappointment and sabbatical leave shall be observed.
- B. **Annual and comprehensive review** (See Appendix for specific guidelines)

### **IV. OTHER PROCEDURES AND OPERATIONS**

- A. **Self-evaluation of department operations** shall be conducted as necessary. For example, program review will be conducted on a schedule determined by the Provost's Office. (See also Board of Regents Handbook, Title 4, Chapter 14, Section 14 - Review of new and existing academic programs.)
- B. **Student grade appeals.** See Admissions and Records website, forms section, for University grade appeal policy and procedure.
- C. **Faculty appointments to graduate student advisory committees.** These appointments are arranged between students and their M.A. committee chair.
- D. **Sabbatical Leave.** See Administrative Manual 2000-2999, Personnel, Sabbatical Leave Policies and Procedures, section 2680.

**APPENDIX TO PHILOSOPHY BYLAWS  
GUIDELINES FOR ANNUAL EVALUATION**

Approved by the Department Faculty on February 2, 2009  
Approved by the Dean of the College of Liberal Arts on

**A. Annual and comprehensive review** (Conducted in accordance with CLA Bylaw number 20)

**1. Determination of Effort Distribution/Role Statements**

- a. Annual faculty role statements, for tenure-track faculty, typically reflect the relative priorities of the department, with research and teaching each accounting for 40% of the basis for a member's annual evaluation, and service accounting for 20%. The normal teaching load for full-time tenure-track faculty over a two-semester period is 2/3 or 3/2. Variations from the norm for the department role statement may be negotiated between a member and the chair, but such departures require special justification, and, if approved by the chair, need to be made prior to the evaluation period that the role statement will govern.
- b. Annual faculty role statements, for non-tenure-track faculty, typically reflect a greater commitment to teaching, with the following percentages accounting for the basis of a member's annual evaluation: teaching 80%, professional development 15% and service 5%. The normal teaching load for full-time non-tenure-track faculty over a two-semester period is 4/4. As with tenure-track faculty, variations from the norm for the department role statement may be negotiated between a member and the chair, but such departures require special justification, and, if approved by the chair, need to be made prior to the evaluation period that the role statement will govern.

**B. Criteria and Standards for Evaluation of Faculty with Respect to Tenure, Promotion, Annual Merit, and Comprehensive Review.**

**1. Evaluation of Instructional Activities.**

- a. **Instructional Activities:** Instructional activities shall include class preparation, classroom teaching, special reading courses, service on thesis committees; and advising, counseling and discussions with students insofar as these activities are related to the students' educational needs and interests, preparation and maintenance of course websites.
- b. **Instructional Activities Criteria.**
  - 1) command of subject matter

- 2) willingness to assist students
- 3) creation of an atmosphere that encourages and facilitates engaged learning, lucid reasoning, creativity, and independent thinking.
- 4) skill in presenting material and demonstrating its significance and importance, and interrelationships among fields of knowledge.
- 5) commitment to teaching and advising responsibilities (e.g. regular, prompt meeting of classes, keeping office hours, providing accurate advice)
- 6) openness to a variety of views, including respect for student expression
- 7) fairness, clarity, reasonableness, timeliness, and discrimination in assigning and evaluating student work.
- 8) assisting students in their academic and professional development (e.g., writing letters of recommendation, accommodating special circumstances)
- 9) continual efforts to improve the aims and content of courses and academic programs and continual assessment of effectiveness as a teacher and advisor.
- 10) teaching an overload, writing and grading MA exams, advising students

**c. Instructional Activities Evidence:**

- 1) number of regular courses taught, taking into account overloads
- 2) total number of students taught, including graduate students supervised
- 3) number of preparations
- 4) number of new preparations
- 5) introduction of new materials or modes of delivery
- 6) exit interviews by graduating students
- 7) nomination and performance in teaching award competitions
- 8) course descriptions, outlines, syllabi, reading lists
- 9) student evaluations, written peer evaluations, any other in-class evaluations initiated by the faculty member.
- 10) unsolicited written statements by students
- 11) teaching materials (e.g. syllabi, tests, study questions, handouts, graded papers, websites designed for class and student use, use of multiple media)
- 12) written self assessments
- 13) directed studies conducted
- 14) undergraduate honors theses or masters theses directed
- 15) pedagogical grants, fellowships and/or awards officially nominated for or received
- 16) accomplishments of students when these are related to instruction by the faculty member

All evidence must be documented.

**d. Instructional Activities Standards.**

**Excellent.** Having an exceptional grasp of substantial philosophical material and presenting it exceedingly well to students in the classroom, and making strong intellectual demands on students.

**Commendable.** Having a sound grasp of the material and presenting it effectively to students, making intellectual demands on students.

**Satisfactory.** Having an adequate grasp of the material and presenting it clearly to students, having the students understand the material.

**Unsatisfactory.** Having an inadequate grasp of the material or presenting it in a confused manner to students, violating generally acceptable professional standards.

**2. Evaluation of Research/Scholarship.**

a. **Research/Scholarship Criteria.** Items to be counted as research/scholarship include those indicated below:

- 1) acceptance of articles, reviews, chapters, or comments in refereed journals, books, or other appropriate media.
- 2) peers' judgments of the quality of the venues of publication, exhibitions, presentations, or performances
- 3) continued study and development
- 4) peers' judgments of the faculty member's professional activities demonstrably related to the discipline and directed toward peers
- 5) the award of funding to support research and other creative activities
- 6) copyrighted, patented, and licensed works
- 7) refereed or invited acceptance for publication of a book by a respected scholarly press
- 8) acceptance of one's edited or co-edited volume.
- 9) delivery of invited or refereed lectures at significant conferences and/or departments
- 10) award of a research grant based upon a refereed proposal

Note: an authored (refereed) book is normally counted three times, including the year in which it is accepted. Substantial essay-reviews may be counted as an article, depending upon length and place of publication. Short reviews count, but less than essay-reviews and, normally, considerably less than articles. In all cases the quality of the venue in which publication occurs should be taken into account. Repeated presentations of a single paper count for less than presentations of new work.

**b. Research/Scholarship Evidence**

- 1) publications and reviews of publications
- 2) papers read at conferences
- 3) work submitted for publication
- 4) drafts of works-in-progress
- 5) externally-funded research grants
- 6) fellowships and/or awards won or received
- 7) some evidence of the relative contribution to collaborative efforts
- 8) application for research grants or fellowships
- 9) other scholarly activities demonstrably related to the discipline and directed toward peers
- 10) written self assessments
- 11) letters of acceptance

All evidence must be documented.

**c. Research / Scholarship Standards.**

**Excellent.** Demonstrating a high level of research productivity in terms of quantity of work accepted and the prestige of the venue in which it is presented. Examples: acceptance of two or more articles or chapters in respected sources; publication of a single article or chapter in a highly prestigious journal or book; the invitation to give a prestigious lecture or plenary address of a major association; the award of a major research grant.

**Commendable.** Demonstrating a moderate level of research productivity. Examples: acceptance of something more than a short review in a refereed journal; a presentation at a professional conference.

**Satisfactory.** Demonstrating progress on relevant research projects underway as indicated by the production of draft material, or equivalent (or an invitation to participate in a conference)

**Unsatisfactory.** Failing to demonstrate progress on any relevant research or scholarly project.

**3. Institutional and Professional Public Service.**

- a. **Service.** Service comprises work (not directly related to teaching or research) done in support of the department, the college, some other university unit, the University as a whole, or the profession. Normally, public service that is not University or

professionally related will not be counted. While work within the department, including service on committees of the whole, certainly counts toward service, there is a general expectation for satisfactory performance that tenure-track department members will also render substantial service beyond the department. In each case the evaluative judgment should take into account the time commitment involved but also the degree of responsibility, the quality of the contribution, and the prestige of the assignment in question. Doing an arduous or creative job counts for more than merely attending two committee meetings per semesters. Serving as a committee chair normally counts for more than being a member of that committee. Level of service shall be evaluated on the basis of such indicators as those specified in 3 b and c.

**b. Service Criteria.**

- 1) service on committees in the department, college, University, or profession, and ad hoc assignments by the chair, dean, etc.
- 2) participation in campus workshops related to University affairs
- 3) organizing visits of speakers, including workshops and conferences
- 4) editorial work for the profession, including refereeing manuscripts (may also reflect on one's standing as a researcher)
- 5) participation in local, regional, national, and international meetings in one's field
- 6) community service that is related to one's profession or to the University
- 7) other service activities on behalf of the profession

**c. Service Evidence.**

- 1) willingness to serve
- 2) responsible fulfillment of assignments
- 3) efforts to act in the best interests of the department, college or University
- 4) contributions to the profession and the discipline
- 5) quality, significance and impact of professionally-oriented public service and outreach related to one's scholarship and creative activities and teaching.
- 6) membership on or contribution to committees in the department, college, University or profession, and ad hoc assignments by the chair, dean, etc.
- 7) documentation of participation in campus workshops related to University affairs
- 8) organizing speaker visits, including workshops and conferences
- 9) editing journals, membership on journal editorial boards, refereeing manuscripts and grant and award applications (jurying or adjudicating)
- 10) supervision of journal staff and operations or performance of administrative duties associated with journal production.
- 11) documentation of participation in local, regional, national or international meetings in one's field

- 12) contribution to professional associations (for example, as association officer or member)
- 13) serving on panels for funding agencies
- 14) sponsoring campus organizations
- 15) serving as consultant, speaker, reviewer, extension teacher
- 16) administrative supervision and coordination of academic departments, programs or divisions
- 17) documentation of participation in departmental, college or University relations or development activities
- 18) community outreach (on behalf of the University or related to topics in the field of philosophy)

All evidence must be documented.

d. **Service Standards.**

**Excellent.** A high level of service, typically involving several of the above-mentioned indicators or else an especially heavy assignment in one area, such as organizing a conference or chairing a search.

**Commendable.** A significant level of service, typically including major service outside the department.

**Satisfactory.** Active service on at least one college, or University committee or regular service on two college or University committees, in addition to whatever service is expected within the department. An exception would be the case in which the member is given a major responsibility for that year within the department.

**Unsatisfactory.** Performing below the level of satisfactory service.

4. **Merit Increase.** Recommendations for a merit increase shall be made by the chair on the basis of the material submitted for annual evaluation and of the Personnel Committee recommendation.
  - a. An overall meritorious rating (that is, an overall rating of commendable or excellent) for Rank II-IV faculty normally will be made on the basis of one of the following:
    - 1) performance at the commendable level in two of the three areas of instruction, research and service and satisfactory performance in the other area (resulting in an overall rating of commendable)

- 2) performance at the excellent level in two of the three areas of instruction, research and service and satisfactory in the other (resulting in an overall rating of excellent)
  - 3) performance at the excellent level in either instruction or research and satisfactory performance in the other two areas (resulting in an overall rating of commendable)
  - 4) only when a faculty member has an unusually high degree of service activity and an unusually heavy assignment in service (as stated in their role statement), performance at the excellent level in service and satisfactory performance in the other areas (resulting in an overall rating of commendable)
  - 5) Exceptional or marginal performance in any area will receive extra consideration.
- b. An overall meritorious rating (that is, an overall rating of commendable or excellent) for lecturers normally will be made on the basis of one of the following:
- 1) performance at the commendable level in instruction and satisfactory performance in the other two areas (resulting in an overall rating of commendable)
  - 2) performance at the excellent level in instruction and satisfactory performance in the other two areas (resulting in an overall rating of excellent)
  - 3) performance at the commendable level in instruction and excellent performance either in professional development or in service (resulting in an overall rating of commendable or excellent); normally, an excellent in service would result from taking on an overload in that area and doing it well.
  - 4) Exceptional or marginal performance in any area will receive extra consideration.

**5. Standards regarding tenure.**

All faculty members being recommended for tenure and/or promotion must demonstrate a level of excellence appropriate to the rank under consideration (see CLA bylaws section 40, 49). Recommendation for tenure shall require clear evidence of capability for significant professional contributions, effectiveness and promise of continuing growth in teaching and research and creative activity, and of effectiveness in institutional and professional public service when there has been opportunity to serve. Normally, the terminal degree is a Ph.D. in Philosophy. Consult College and University bylaws for guidelines.

**6. Standards regarding promotion.**

- a. Recommendation for promotion to associate professor shall require demonstration that the faculty member is in the process of achieving professional recognition among leaders in the candidate's discipline through a commitment to shared research and creative activity. Criteria for evaluation shall include:
  - 1) A pattern of effectiveness in teaching.
  - 2) Scholarly/creative activity such as:
    - a) Significant contributions (through publication in refereed journals and/or in books or recordings addressed to peers, or artistic exhibitions, performances, or presentations) to an area of scholarship or artistry
    - b) Specialists' judgments of evidence of continued study and development in an area of interest or a specialty
    - c) Peers' judgments of the faculty member's professional service and of other activities demonstrably related to the discipline and directed towards peers.
    - d) Submission of one or more proposals to granting agencies for external funding of the candidate's scholarly program.
  - 3) A pattern of effectiveness in professional service, including willingness to work effectively in efforts to improve the programs, personnel, conditions, and activities supporting the mission of the department and University.  
See also College of Liberal Arts Bylaws section 22.E.2
- b. Recommendation for promotion to professor, in addition to the criteria for the rank of associate professor, requires demonstration that the faculty member has achieved recognition among leaders in the profession. This achievement is normally demonstrated by maturation in scholarship or artistry, sustained focus in the field as represented by publication of significant scholarly or creative books or a series of substantive articles in premier journals, distinguished presses, or distinguished series, or significant recordings or series of exhibitions or performances, as well as continuing professional development. The department will pay particular attention to the significance and quality of the candidate's teaching and published research or artistry since appointment to the candidate's present rank. (Departments should investigate standards for the discipline at peer or aspirant-peer research institutions in determining standards for quantity and quality. See also College of Liberal Arts Bylaws section 22.E.3.). Consult College and University bylaws for guidelines.