

# **Administrative Organization, Policies, and Procedures**

## **Department of Philosophy**

Revised December 11, 2019

*Note:* All department policies and procedures are subordinate to those set forth in the Governing Regulations (GRs), the Administrative Regulations (ARs), and the University Senate Rules (USRs) including those enacted after the approval of these rules. See <http://www.uky.edu/Regulations/>

### **A. Department Administration**

The Department of Philosophy includes, but is not limited to, the following administrative positions. The roles and responsibilities of each departmental administrator are outlined below. Appointments normally having terms of office of two years (Director of Graduate Studies and Assoc. Chair/Director of Undergraduate Studies) shall be made before May 15 with terms of office beginning August 15 of the first year and ending May 15 of the second year. All annually appointed officers (Placement Director, Newsletter Editor, Library Liaison, etc.) shall be appointed before May 15 with terms of office beginning August 15 and ending May 15.

#### **1. Chair**

The Department Chairperson shall be responsible for coordinating the activities of the department, shall carry out all duties assigned to department chairs by the Dean of the College or the Provost of the University, shall exercise authority for making decisions regarding the department in such matters not requiring departmental vote or a decision of the executive committee, shall serve as spokesperson for the department to officers, students, and other departments of the University, shall supervise the work of the departmental secretary or secretaries, shall make appointments as are called for in the departmental organization, shall prepare the annual budget for the department and authorize expenditures of funds, shall appoint all faculty as Teaching Assistant (TA) mentors for each fall and spring semester, shall chair all departmental meetings except as he or she shall delegate that function, shall call regular departmental meetings and may call special meetings, shall serve ex officio on all departmental committees, and shall attend to all other matters relevant to the office of the Department Chairperson.

#### **2. Director of Graduate Studies**

One full-time member of the department with full graduate faculty membership shall be nominated biennially by the Department Chairperson and appointed by the Dean of the Graduate School to oversee the graduate program in philosophy. The Director of Graduate Studies (DGS) shall advise graduate students and shall organize and run the annual meeting of the graduate faculty at which student progress is discussed. This job requires the organization of all data concerning present students (course

work, GPA, status vis-à-vis qualifying exam, formation of dissertation committee, etc.) The DGS, subject to the approval of the graduate faculty, shall nominate particular students for competitive graduate school fellowships and awards and shall guide these applications through the selection process. The DGS is responsible for: (a) the SACS-mandated orientation of all new graduate students, which includes familiarizing new students with departmental regulations and expectations regarding satisfactory progress in the department; (b) the SACS-mandated orientations of all TAs, which are required at the beginning of each semester and once in the course of each semester; and (c) collecting and passing on to the Graduate School all forms required as part of the SACS-mandated faculty teaching evaluation of graduate students. The DGS should encourage graduate students to participate in conferences and to submit papers for publication. Finally, the DGS is responsible for the completion (or signing) of required Graduate School forms, including those that establish dissertation committees or schedule Qualifying Exams and Final Exams (Dissertation Defenses), grade changes, etc. He or she is also responsible for further tasks pertaining to the graduate program as these arise or are established by the department or college. The Director of Graduate Studies is immediately responsible to the Department Chairperson and will make reports as needed at department meetings.

### **3. Associate Chair/Director of Undergraduate Studies**

One full-time member of the department shall be appointed as Associate Chair/Director of Undergraduate Studies (AC/DUS) biennially by the Department Chairperson. The AC/DUS, in coordination with the Chair, plans and supervises course schedules, arranges (each Fall) with faculty the courses they will cover the following academic year, assigns TAs and qualified Part Time Instructors (PTIs) to courses, supervises Campus Management entry, coordinates TA schedules with the Director of Graduate Studies and the Chair, and files necessary reports pertaining to these matters. The AC/DUS oversees the undergraduate program of instruction, responds to questions from the registrar about transfer credit, recruits students to be majors, represents the department at university and college functions, coordinates the issuing of awards to majors, and facilitates communication between the Philosophy department, the College, and undergraduate majors. A listserv of Philosophy majors is maintained for this purpose by the AC/DUS and office staff. He or she is also responsible for further tasks pertaining to the undergraduate program as these arise or are established by the department or college. The AC/DUS is immediately responsible to the Department Chairperson and will make reports as needed at departmental meetings.

### **4. Placement Director**

One full-time member of the department shall be appointed annually by the Chairperson to provide advanced Ph.D. students with general guidance in preparing vitas and assembling dossiers, to manage files for each student going on the market, to arrange mock interviews, and to circulate addresses of departments to which students have applied.

**5. Newsletter Editor**

One member of the department shall be appointed annually by the Chairperson to oversee the annual compilation of the departmental newsletter.

**6. Chair of the Speaker's Committee**

One member of the department shall be appointed annually by the Chairperson to oversee the annual program of guest speakers.

**7. Chair of the Graduate Admissions Committee**

One full-time member of the department shall be appointed by the DGS and Chairperson to serve as the Chairperson of the Graduate Admissions Committee.

**8. Library Liaison**

One full-time member of the department shall be appointed annually by the Department Chairperson to survey, coordinate, and upgrade the philosophy holdings and acquisitions in the university library as well as the library holdings maintained on departmental premises.

**9. Webmaster**

One full-time member of the department shall be appointed annually by the Department Chairperson to oversee and maintain the department's website.

**10. Diversity Liaison**

One full-time member of the department shall be appointed annually by the Department Chairperson to serve as a diversity liaison to the College.

**11. Philosophy Club sponsor**

One full-time member of the department shall be appointed annually by the Department Chairperson as faculty sponsor of the Philosophy Club.

**12. Secretary**

One full-time member of the department shall be elected by the department to serve as the secretary at all faculty meetings. The secretary's responsibilities include taking minutes of the meetings and recording votes on the matters discussed at the meetings.

**13. Teaching Observer**

One full-time faculty member shall be elected by the department to serve as the Teaching Observer (TO). As per the policies of the College, the Teaching Observer shall be responsible for observing and providing formative and constructive feedback on the teaching of all lecturers and untenured Regular and Special Title Series faculty on an annual basis. Senior lecturers and tenured faculty members may likewise request feedback from the TO. These observations will be included in the FMER process and ultimately compiled for inclusion in promotion dossiers.

## **B. Faculty**

### **Membership**

Faculty membership for purposes of these rules shall include active (i.e., not retired or on permanent leave) regular title series tenured or tenure-track faculty, special title series tenured or tenure-track faculty, and lecturers. Voting privileges shall belong to these faculty with the exception that lecturers shall not vote on matters pertaining solely to the graduate program or to hiring, tenure, and promotion of tenure-track faculty.

### **Responsibilities**

Faculty functions and responsibilities include the development of policies on such matters as academic requirements, courses of study, class schedules, the graduate and undergraduate programs, faculty functions and responsibilities, and service functions. In accordance with University ARs and GRs, the faculty may delegate to the chair and the various departmental committees the operation and administration of the department's programs. In accord with University ARs and GRs, the faculty is also responsible for decisions relating to new appointments, reappointments, and promotion and tenure.

### **Faculty Mentoring Program for Assistant Professors**

The department's mentoring program is designed to informally aid assistant professors in matters of research, teaching, and service and to enhance their progress toward tenure.

(1) Upon his or her arrival at UK, the assistant professor's mentor will be by default the chair of the department.

(2) Preferably by the end of the first year of service, and under no circumstances later than the end of the second year, the assistant professor, in consultation with the department chair, will choose a mentor from among the department's tenured faculty.

(3) The assistant professor and mentor will meet several times a year and between themselves work out the mentor's duties. Possible duties include reading written work, giving advice regarding publishing, discussing strategies and issues pertaining to tenure, discussing classroom issues, and providing advice regarding the provision of service.

(4) The mentor and the chair will periodically meet to discuss the advice given to the assistant professor as well as the assistant professor's progress.

## **C. Standing Departmental Committees.**

### **1. Executive Committee**

#### **A. Composition**

#### **1. Ex Officio Members**

a) The Department Chairperson shall be an ex officio member with voting privileges.

#### **2. Elected Members**

a) All full-time faculty members of the department upon appointment to a tenure-track or tenured position are eligible to serve.

b) The Executive Committee Chairperson, who shall be a tenured faculty member, shall be elected first by secret ballot. If no one receives a simple majority of votes on the first ballot, the two candidates receiving the most votes will be considered on successive

ballot(s) until one receives a simple majority of the votes.

c) Two other members from among those eligible to serve who are not already members of the Committee shall be elected in order by majority vote by secret ballot following the same procedure as that for electing a Chairperson.

B. Duties of the Executive Committee.

1. To discuss as needed any matters bearing on the operations, policies, and rules of the department. It is understood that, in its discussions, the executive committee is not to function as a judicial body. The executive committee does, however, function as a policy deciding organ of the department on matters that need not be referred to the faculty as a whole. Its functions can also extend to reviewing grievances that individual faculty members may have with regard to departmental operations.

2. To serve, without the participation of the student member, as the peer review committee for Faculty Merit Evaluation and to assist the Chair of the Department in making merit evaluation recommendations to the Dean of the College of Arts and Sciences. The Chair of the Department will have final authority in making merit evaluation recommendations to the Dean.

3. To function as a de facto search committee for faculty positions exclusive of regular and special title series tenured or tenure-track faculty, e.g., full-time instructors, lecturers, joint and adjunct faculty, and visiting full-time faculty. When possible, the faculty will be consulted regarding the choice of such applicants.

4. To promote and encourage undergraduates and graduate students to publish essays in undergraduate and graduate journals of philosophy and to participate in competitions for awards for papers, such as the Oswald Awards for Research and Creativity and the KPA student paper award competition.

5. To search for, promote, and apply for extramural funds for the department and to maintain a working relationship with the Development Offices of the College and University.

6. To act on behalf of the department on emergency matters that may arise in the intervals between regular academic semesters.

7. Meetings of the Executive Committee can be called by the Chairperson of the Department at his or her discretion. A meeting must be called if requested by either the Chairperson of the Committee or any two members of the committee.

## **2. Graduate Admissions Committee**

The committee, appointed annually by the Director of Graduate Studies, shall consist of three faculty members with either full or associate graduate faculty status and the DGS as an ex officio member with voting privileges. The committee shall have one chair appointed by the DGS and Chairperson. The committee shall be responsible for advising the Graduate Faculty on questions of admission to the [M.A. and] Ph.D. program.

The DGS and Graduate Admissions Committee shall make available to the faculty the ranked list of applicants at least 48 hours prior to the scheduled departmental meeting

for faculty review. Faculty with feedback shall provide comments to the DGS and committee by the morning of the meeting.

The Graduate Admissions Committee shall also be responsible for graduate recruitment.

### **3. Speaker's Committee**

The committee, appointed annually by the Department Chairperson, shall be composed of two faculty members and two students. The committee shall establish and arrange guest lecturer programs and symposia. The committee will receive recommendations from faculty members and graduate students and provide a schedule of symposia to all members of the department. The committee will investigate and prepare proposals for extramural speaker funds to supplement funds received from University sources.

### **4. Ad Hoc Search Committee**

The Chairperson will ordinarily charge the members of an Ad Hoc Search Committee with the responsibility of conducting all phases of the search process for a new regular or special title series tenured or tenure-track appointment. There will be one Ad Hoc Search Committee for each approved job search. Each committee will have five members (including one committee chair) appointed by the Chairperson of the department. If it proves impractical to have a committee of five members, the Chairperson may seek approval from the department for a committee of at least three members. The Chairperson may also serve as a member of the search committee. The committee should be selected so as to reflect expertise in the relevant subject areas, the range of interests and approaches in the department and diversity and inclusivity more broadly. The responsibilities of the committee shall include a vetting of all applications, the proposal and explanation of a long list of interviewees to be approved by the faculty, conducting interviews, and the proposal and explanation of a short list of candidates to visit campus to be approved by the department and the dean's office. The search committee shall make available to the faculty the list of interviewees and the short list of candidates at least 48 hours prior to the departmental meeting for review. Faculty with feedback shall provide comments to the committee chair by the morning of the meeting.

## **D. Staff**

**Administrative Support Associate I**—This person is hired by the chair and reports to the chair. This position is responsible for a wide range of departmental support functions as delineated in the position Job Analysis Questionnaire (JAQ).

## **E. Students**

**1. Undergraduate Students** are urged to participate in the department-sponsored Philosophy Club by electing or appointing officers and engaging in social and academic activities such as sponsoring guest lecturers.

**2. Graduate Students** are invited to participate in the Philosophy Graduate Student Association (PGSA) by electing officers (President and Vice-President) every spring and by engaging in social and academic activities. A Secretary is elected every fall to insure that first year students have the opportunity to participate. The Secretary's primary job is to maintain the department's listserv. The President of the PGSA attends faculty meetings, executive committee meetings (where s/he serves as an ex officio member with voting privileges), and helps organize PGSA elections and social events. At faculty meetings, the President of the PGSA presents student opinion regarding major educational proposals, new faculty appointments, the evaluation of teaching in the consideration of faculty promotions, and other department matters as appropriate and advisable. S/he then reports about the meetings to the students. This person must leave faculty meetings and executive committee meetings whenever particular students are under discussion.

### **3. Teaching Assistants**

Each year, the Department of Philosophy awards a number of Teaching Assistantships. These appointments strengthen the instructional activities of the department, provide critical financial assistance to graduate students, permit graduate students to develop their teaching abilities, and increase their marketability as future faculty members.

Appointments: Terms of assistantship are for one year and are normally renewable for a total of ten to twelve semesters. Decisions regarding reappointment of TAs are made at the annual review of graduate students in late January or early February. Reappointments are made by March 1. Graduate students who, in the judgment of the Graduate Faculty, are making satisfactory progress toward the completion of their degrees may be considered for additional semesters of TA support depending upon circumstances and course enrollments. Decisions about appointments of new TAs are made by the Graduate Faculty as a whole as advised by the Graduate Admissions Committee.

According to university policy, Teaching Assistants must normally enroll for at least six hours of graduate credit each semester; exceptions to this must be approved by the Director of Graduate Studies in consultation, where necessary, with the Graduate Faculty. Teaching Assistants on full stipend will have duties equivalent to a six-hour teaching load (i.e., a work load of 20 hours per week), but these duties may include tasks which are independent of classroom work. Continuance in, or reappointment to, a Teaching Assistantship requires satisfactory levels of performance both in graduate studies and teaching activities.

The Graduate Faculty, after approving of appointments of Teaching Assistants, will also determine the courses that each Teaching Assistant will be eligible to teach. There are three broad categories of classes which a Teaching Assistant may be allowed to teach.

#### **A. Teaching Assistants in PHI 100, PHI 120 and PHI 130**

All first-year TAs assist as recitation instructors or graders in the large-lecture PHI 100, PHI 120 or PHI 130 courses. As the recitation instructor, they are expected to attend the large classes (which occur twice weekly) and to lead a

weekly recitation session for each of these groups. In these recitation meetings, the recitation instructor does such things as answer students' questions, teach material that was not covered in class but for which the students will be responsible, go over homework that was not covered in the large lecture, give supplementary quizzes, and help students prepare for exams. Each recitation instructor will communicate with the professor who is responsible for the large lecture; occasional meetings between the professor and the recitation instructors (either as a group or individually) may be necessary. The professor of the overall course will (1) order books (if any) for all of the recitation instructors; (2) consult with the recitation instructors as they attempt to improve their pedagogy over the course of their tenure as instructors; and (3) serve as contact person for undergraduates who have matters to discuss regarding either the course or a particular instructor. Regarding (3), it is to be understood that the professor will encourage undergraduate students to take issues first to their recitation instructors; the professor should be contacted by undergraduates only if the problem cannot be resolved by the recitation instructor.

### **B. Teaching stand-alone courses or assisting in courses other than the large-lecture PHI 120**

After one year of assisting in large-lecture PHI 100-level courses, TAs may be made eligible to teach independent PHI 100 courses or to serve as a TA under a professor in one of several high-enrollment 200- or 300-level PHI courses. These courses include but are not limited to PHI 260 (“Ancient and Medieval Philosophy”), PHI 380 (“Death, Dying, and the Quality of Life”), PHI 334 (“Business Ethics”), PHI 337 (“Introduction to Legal Philosophy”), and PHI 343 (“Asian Philosophy”). In these courses, the professor has primary responsibility for overseeing the pedagogical component of the course (the syllabus, the course lectures, the classroom discussions, the assigning of final grades etc.). The professor also serves as a pedagogical mentor to the TA. The professor has regular one-on-one discussions with the TA on matters ranging from syllabus construction to classroom management style to anything else that comes up in the course of the semester. The TA attends classes with an eye towards observing the ins and outs of lecturing and managing the classroom. Finally, the professor gives the TA the opportunity to do such things as grade, lead group discussions (if appropriate), and possibly lecture (all under the direction of the professor.)

The authority to make TAs eligible to act as TAs in courses other than 100-level PHI courses—and also to assign them to such courses—ultimately rests with the Graduate Faculty. In making this decision, the following factors will be considered; (i) the availability of TAs in the large-lecture 100-level PHI courses; (ii) whether the TA would benefit from one or more additional semesters of being a TA in large-lecture 100-level PHI courses; (iii) the TA’s philosophical strengths and interests (as represented by other faculty members as well as by the TA’s emerging teaching record, grades, and progress in the program); (iv) the TA’s own avowed desires on the matter; and (v) the needs of the department.

### **C. Teaching Independent Courses**



The faculty members of the Department of Philosophy recognize that it strongly enhances the job opportunities of our graduate students if they are able to show that they have solid experience in a classroom as independent instructors. During the annual review of student progress every January or February, the DGS consults with the Graduate Faculty about which courses our senior students are eligible to teach on their own. Decisions will be made on the basis of student performance, knowledge, and interests.

## **F. Procedures and Policies**

### **1. General Procedures**

#### **1. Departmental Meetings**

Departmental meetings will be held as needed, at a day and hour to be determined by the departmental body for each academic term. The President of the PGSA may attend and may participate in discussions without voting privileges but may not be present when topics under discussion concern other students or staff. The President of the PGSA may present the views of the students regarding a professor's teaching at the start of a tenure and/or a promotion case but may not participate in subsequent general discussions of such cases.

#### **2. Faculty Performance Evaluation**

Elected faculty members of the Executive Committee will review all materials submitted by faculty for merit evaluation. The Chair of the Department will provide the Executive Committee with recommendations on the merit evaluation of each faculty member (i.e., on narratives about and ratings of teaching, research and service.) The Chair will consult with and obtain advice from the Executive Committee on all merit evaluation ratings except that individual members of the Executive Committee will absent themselves from deliberations about their own merit evaluation ratings. At the request of the Dean of the College of Arts and Sciences, department faculty will advise the Dean on merit evaluation ratings of the teaching and research components of the Dean's merit evaluation of the Department Chair.

Should grievances arise on the part of an individual faculty member regarding his or her merit evaluation report, the Executive Committee will be available for discussion of that grievance. However, the Executive Committee is not to be considered a first-level appeals body. All such appeals must take place according to the regulations provided by the College of Arts and Sciences and the University of Kentucky.

#### **3. Staff Performance Evaluation**

Staff performance evaluations are conducted annually by the chair who may seek evaluative comments from the faculty, a synthesis of which may be included by the chair in the staff reviews.

### **2. Departmental Policies and Procedures for Mentoring, Research, Tenure, and**

## **Promotion**

### **A. General**

All incoming faculty must be provided with copies of the Department, College, and University guidelines on tenure and promotion.

For Faculty being considered for tenure and promotion to the rank of associate professor, all faculty (in the regular title series) should review the candidate's dossier and meet to discuss the candidate's qualifications. Although no formal vote should be taken, there should be a discussion about the candidate's teaching, research, and service, after which each full and associate professor not on leave is required to write a substantial letter to the chair expressing a judgment of the merits in the candidate's case and commenting on the candidate's teaching, research, and service. Assistant professors who have been in the department two or more years, as well as full and associate professors on leave, are invited to write such a letter as well but are not obligated to do so. The chair should review all letters and compose his/her own letter summarizing the faculty's judgment, and expressing his/her own judgment, of the merits of the candidate's case. All faculty and chair's letters are forwarded to the Dean of the College.

For faculty being considered for promotion to full professor, all faculty should review the candidate's dossier and then meet to discuss the candidate's qualifications. Although no formal vote should be taken, there should be a discussion, after which each Full Professor not on leave must write a substantial letter to the chair expressing the judgment of the merits in the candidate's case. Associate professors and full professors on leave are invited to write such a letter as well but are not obligated to do so. The chair should review all letters and compose his/her own letter expressing a judgment of the merits in the candidate's case. All faculty letters along with that of the chair are forwarded to the Dean of the College.

For lecturers being considered for promotion to senior lecturer, all faculty should review the candidate's dossier and then meet to discuss the candidate's qualifications. Although no formal vote need be taken, there should be a discussion after which all regular title series faculty not on leave must write a letter to the chair expressing their judgment of the merits of the case (and those on leave are invited to do so as well). The chair should review all letters and compose a letter to the dean summarizing faculty opinions and presenting his/her own recommendation. All faculty letters along with that of the chair are forwarded to the dean.

According to Kentucky's Open Records Law, candidates for promotion or promotion and tenure may request to be granted access to any letters included in their promotional dossiers. External referees are to be informed of this right in communications from the departmental chair.

### **B. Mentoring Program for Assistant Professors and Lecturers**

The department's mentoring program is designed to informally aid assistant professors and lecturers in matters of research, teaching, and service and to enhance their progress toward tenure or promotion.

(1) Upon his or her arrival at UK, the assistant professor's or lecturer's mentor will be by default the chair of the department.

(2) Preferably by the end of the first year of service, and under no circumstances later than the end of the second year, the assistant professor or lecturer, in consultation with the department chair, will choose a mentor from among the department's faculty; for assistant professors, this mentor must be a tenured faculty member.

(3) The mentor and junior faculty member will meet several times a year and between themselves work out the mentor's duties. Possible duties include reading written work, giving advice regarding publishing, discussing strategies and issues pertaining to tenure, discussing classroom issues, and providing advice regarding the provision of service.

(4) The mentor will attend two or three of the junior faculty member's classes during the academic year. This will permit the mentor to provide formative advice and feedback regarding a junior faculty member's teaching. No formal evaluation of the classroom visits should be written or included in the junior member's FMER, second-, third-, or fourth-year reviews, or promotion and tenure dossier.

(5) The mentor and the chair will periodically meet to discuss the advice given to the junior faculty member as well as his or her progress.

### **C. Research Statement**

Research comprises contributions to knowledge. Contributions to knowledge can take diverse forms. The types of intellectual product listed below enumerate what the philosophy department counts as research.

In reviewing faculty research for official evaluation purposes, the department will consider these types of intellectual products in the following order of importance, *ceteris paribus*.

1. Original monographs, original essays in journals or edited volumes, and new scholarly translations or editions of primary texts, all in recognized scholarly venues.
2. Editorship of collections, editorship of special journal issues, translations, and review essays, all in recognized scholarly venues.
3. Academic presentations.
4. Journal book reviews, encyclopedia articles, textbooks, websites, and other scholarly work.

In evaluating materials of this sort, careful attention will be paid to their quality and length as well as to the quality of the presses, journals, and forums involved in comparison to other outlets pertinent to the area of philosophy in which the material falls. In evaluating the quality of faculty research, attention will also be paid to receipt of research grants, honors, and awards and to invitations to deliver academic presentations.

In addition, collaborative research with colleagues and dissertation advisors is valuable. It is important, however, that the candidate for promotion be able to demonstrate that he or she has made a substantial contribution to such work.

Refereeing essays, books, proposals, and applications for presses, journals, and

institutions counts as service to the profession and not as research.

**D. Statement of Professional Expectations for Full Professors**

Full professors are expected: (1) to deliver high-quality teaching and advising at both the undergraduate and graduate levels; (2) to publish or disseminate high-quality original research; (3) to provide high-quality professional service, including outside the department; and (4) to provide high-quality departmental administration, when needed and called on.

**E. Statement of Expectations for Promotion, Tenure, and Renewal**

Evaluation of faculty for promotion and tenure will be based on a continuing record of high-quality, effective, and committed teaching at multiple levels of instruction; high-quality and effective advising at the appropriate levels; substantive, creative, and innovative scholarship; and effective service.

**1. Appointment or Promotion with Tenure to Associate Professor**

A. The successful candidate will have a continuing record of high-quality, effective, and committed teaching. These achievements will be demonstrated primarily through the teaching portfolio. (The teaching portfolio shall contain the items required, and may also include items suggested, in AR II-1.0-5 pertaining to the teaching portfolio.) Committed and effective teaching can also be evidenced by such matters as development of new courses, participation in professional philosophy teaching forums, invited or contributed talks about the teaching of philosophy, teaching-related publications, and grants to promote instructional innovation or pedagogical research.

B. The successful candidate for promotion will have produced substantive, creative, and original scholarship. This achievement will be primarily demonstrated by (1) external letters of assessment solicited by the unit from leading authorities in the relevant field(s) and (2) the quality and quantity of the promotion candidate's publications (already published or accepted for publication). Faculty must demonstrate that they have established an independent research agenda and show evidence of a sustainable long-term commitment to scholarly research and publication. The department also expects successful candidates for promotion to have moved beyond the specific research they conducted in their Ph.D. dissertations (as evidenced by the contents of publications).

The department stresses that, in evaluating publications, it values the quality of research and not just its quantity. It is conceivable that a handful of outstanding essays, or an outstanding book alone, would suffice for tenure. A greater number of quality original essays, a quality monograph together with several essays, and a quality new scholarly translation or edition of a primary text together with several essays, are three more of the multiple types of record that would satisfy the research

component of tenure on the grounds of research creativity and originality. Translations, review essays, and edited volumes or edited special journal issues containing quality original essays also count as valued research. A significant number of a successful candidate's publications will have been subject to a rigorous review process.

In evaluating scholarship, the department will also take into consideration the candidate's academic presentations (including the caliber of the forums involved), book reviews in journals, receipt of extramural funding, receipt of professional honors and awards, and other scholarly activities and products that can be shown to contribute to knowledge relevant to philosophy, including the authorship of textbooks. However, although all these contributions amplify a candidate's file, they do not substitute for scholarly work published by respected journals and presses.

In addition, collaborative research with colleagues and dissertation advisors is valuable. It is important, however, that the candidate be able to demonstrate that he or she has made a substantial contribution to such work.

C. The successful candidate will have demonstrated modest levels of quality service to the department and, if relevant, the college, university, and profession, establishing a record of effective collaboration in performance of service responsibilities. All faculty members are also expected to contribute appropriately to the collective growth and development of the department and, if appropriate, college and university. Refereeing essays, manuscripts, proposals, and applications for journals, presses, and institutions falls under service to the profession.

D. The successful candidate with a D.O.E. including administrative duties will have demonstrated creative and effective performance. This performance will be measured by documents provided by faculty, students, staff, or other administrators on the UK campus. If the administrative duties include off-campus activities, external letters may be solicited.

## **2. Appointment or Promotion with Tenure to Full Professor**

The successful candidate will have maintained the record of high-quality, effective, and committed teaching that helped secure his or her tenure.

Regarding research, he or she will (1) have demonstrated significant evolution in his or her research since the time tenure was granted, (2) have produced a research record since that time that, taking into consideration the pace of publication and the number of years involved, would at least be sufficient to earn an untenured faculty person tenure in the department, and (3) be recognized—in letters of assessment written by leading scholars in his or her field(s)—as having a demonstrably significant impact on this field(s) and as occupying a position of national or international prominence. The

candidate must also have research plans for the future and show evidence of a continuing sustainable commitment to scholarly research and publication.

Regarding service, candidates for promotion to full professor are expected to have continued contributing appropriately to the collective growth of the department and college or university and to have contributed more to the service mission of the department and college or university than probationary faculty. They will also have provided high-quality departmental administration, if needed and called on.

Teaching, advising, service, and administration will be demonstrated by the sorts of material included in FMER evaluations, supplemented by whatever documents or materials the candidate believes are appropriate.

### **3. Promotion from Lecturer to Senior Lecturer**

A. The successful candidate for promotion will have a continuing record of high-quality, effective, and committed teaching. Assessment of teaching performance will be based upon the candidate's teaching portfolio as well as classroom visits by the chair and other faculty. (The teaching portfolio shall contain the items required, and may also include items suggested, in AR II-1.0-5 pertaining to the teaching portfolio.) Committed and effective teaching can also be evidenced by such matters as development of new courses, participation in professional philosophy teaching forums, invited or contributed talks about the teaching of philosophy, teaching-related publications, and grants to promote instructional innovation or pedagogical research.

B. The successful candidate will also have performed well in other respects specified by his or her D.O.E., such as professional development and service to the department, college, university, and profession. Evidence of professional development can take a variety of forms, including attendance at professional conferences and seminars; participation in courses taught within the department and departmental colloquia and reading groups; receipt of extramural funding and professional honors and awards; and presentations, publications, and other forms of scholarly production such as are mentioned above in reference to promotion to associate professor. Since the primary aim is to show continuing active engagement within Philosophy, however, expectations for the number of such scholarly products shall be less than those for tenure-track faculty, and there is no need for the candidate to establish an independent research agenda provided that professional development is satisfactory in other respects.

C. Letters assessing both teaching and other aspects of the candidate's D.O.E. shall be written by all regular title series faculty, but no external letters of assessment shall be required.

#### **4. Appointment and Renewal of Lecturers and Senior Lecturers**

Lecturer appointments are automatically renewed unless the department expresses a wish to the contrary. Any recommendation for non-renewal must be preceded by a full discussion among the department faculty. Such a discussion shall be held whenever the chair considers it advisable or when requested by two or more faculty members. Following the discussion the chair shall write a letter to the dean summarizing faculty opinions and making a recommendation; other faculty may also, at their discretion, write a letter to be included with that of the chair.

Criteria for appointment, reappointment, and other decisions pertaining to the lecturer position shall be as follows:

Appointment at the Rank of Lecturer:

The appointee will have received a PhD and show promise of being an excellent teacher as evidenced by previous teaching experience, UK classroom presentations, or any teaching statement submitted as part of the application process.

Appointment at the Rank of Senior Lecturer:

The appointee will have received a PhD at least five years prior to appointment and be demonstrably an excellent teacher. In addition, the lecturer will have a record of excellence in the performance of any assigned nonteaching responsibilities.

Reappointment:

The lecturer or senior lecturer will have shown evidence of living up to his or her promise of excellence at teaching as evidenced by the teaching materials gathered as part of the FMER process and any additional information available to the Department such as information gained through classroom observation. The lecturer will also have a record of excellence in the performance of any assigned nonteaching responsibilities.

Nonrenewal of Appointment:

The lecturer or senior lecturer will have failed to perform well as a teacher (or in his or her nonteaching responsibilities) as evidenced by the materials gathered as part of the FMER process and any additional information available to the Department such as information gained through classroom observation.

Terminal Reappointment:

The lecturer or senior lecturer will have persistently failed to perform well as a teacher (or in his or her nonteaching responsibilities) as evidenced by the materials gathered as part of the FMER process and any additional

information available to the Department such as information gained through classroom observation.

#### **F. Hiring Decisions and Hiring Priorities.**

The faculty will meet annually, or more frequently if necessary, to make or revise proposals for new or replacement faculty lines and to generate job descriptions to be reviewed and voted on by the faculty prior to being submitted to the dean's office for approval. Should approval to advertise and hire be forthcoming from the dean's office, the Chair will activate an Ad Hoc Search Committee to oversee all phases of the search process. Job advertisements may be placed in either electronic or hardcopy outlets. The Ad Hoc Search Committee should extend every effort to assure that a diverse job candidate pool is assembled. A candidate short list should be developed and submitted to the faculty and the dean's office for consideration and approval. After job candidate interviews are completed, the faculty will meet and, in consultation with the graduate students, identify a priority hiring list. A majority vote of the faculty should determine whether any candidate and, if so, which candidate, should be offered a position.

#### **G. Faculty-Teaching Assistant Mentoring Program**

The purpose of the Faculty-TA Mentoring Program is to enhance and facilitate the development of graduate student teaching skills, to provide initial and continued advice and support for TAs, to provide for periodic faculty evaluation of classroom performance for all TAs, and to better inform reference letters that speak to teaching evaluations for TAs applying for academic-teaching positions.

The faculty mentor will consult as needed with the TA regarding development of syllabus and acquisition of necessary teaching materials/supplements, attend at least one class per semester to observe the TA's classroom performance, provide assessments of classroom performance to the TA and to the DGS, and provide letters of recommendation regarding teaching as requested by the TA to potential employers.

#### **H. Revision Procedure**

Any portion of these rules of Departmental Organization can be amended by a majority vote of tenured and tenure-track faculty members.