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DEPARTMENT OF PHILOSOPHY

PROMOTION AND TENURE CRITERIA AND PROCEDURES

Revised and Adopted / February 20, 2017

Amended / January 6, 2017

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GENERAL POLICY

Faculty members applying for tenure and promotion to a higher rank in the Department of Philosophy of the Dorothy F. Schmidt College of Arts and Letters are evaluated in three areas: Research, Teaching and Service.

The candidate applies for tenure during the sixth year of continuous service as an Assistant Professor, unless the candidate's letter of offer contains prior academic service credit or the Provost approves the professor's written request to apply earlier. Such a request should have the support of the candidate's Chair in consultation with the voting departmental colleagues.

Unless the candidate is already an associate or full professor, the application for tenure is also an application for promotion to Associate Professor. When a candidate applies for both tenure and promotion to Associate Professor, the department committee considers both, voting separately on each. The review and vote on the promotion must precede the vote on tenure, since a candidate must meet the relevant criteria for promotion to Associate Professor in order to be eligible for tenure. Although these are separate processes, the candidate submits one set of materials for both votes.

When the university awards tenure, it makes a long-term commitment to the professor, based upon the expectation of continued excellence in publication and teaching appropriate to the needs of the department, the college, and the university. The professor will have contributed to the field of philosophy through published original work and quality teaching in the best traditions of the professoriate. A candidate for tenure will also have demonstrated willingness to serve effectively the department, the college, and the university through participation on administrative committees and other forms of university governance.

Any untenured member of the faculty may request an informal review of tenure prospects with the Department Chair at any time. Prospective candidates should consult the current issue of the University Promotion and Tenure Guidelines, in order to acquaint themselves with expectations for tenure and for promotion at each rank.

The Department encourages untenured faculty members to attend College and University workshops on preparing for the third-year review and/or the tenure and promotion process.

THIRD-YEAR REVIEW

A committee consisting of all tenured members of the Philosophy Department will conduct the Third-Year Review. The Department Chair will select a Chair for this committee. The committee will formally review and evaluate the professor's progress toward tenure in the three categories of teaching, research, and service. This review does not replace the normal annual review in that year. The primary purpose is to provide the professor with an evaluation of progress and constructive advice about specific needs for improvement, if any.

The Third-Year Review will take place during the Spring term of the faculty member's third year of employment. It will be done in the Spring term of the first year of employment for those who are granted two years toward tenure at the time of hire and the Spring of the second year for those who are granted one year at the time of hire.

Candidates are advised to begin assembling materials in the Fall term prior to the term of the portfolio's submission. The Third-Year Review portfolio will be assembled by the candidate and submitted to the Department Chair by the end of the second week in January. It will contain everything required in the university's "Tenure Portfolio Guidelines" except the letters of evaluation.

The departmental committee will review the portfolio, and the chair of that committee will write a report of the discussion, evaluating the candidate's performance in research, in teaching, and in service. The report should accurately summarize the different points of view expressed during the discussion and solicited from the department. It should describe the perceived strengths and weaknesses of the candidate's record rather than reporting on who said what. *No vote is taken.*

The goal of this process is to provide helpful information to the candidate about his or her progress. The committee's report will include a summary assessment of the faculty member's progress toward tenure, including a clearly negative or clearly positive conclusion; if negative, the report will include a recommendation of specific steps to be taken by the candidate to improve tenure prospects.

A copy of this report will be provided to the assistant professor under review and the Department Chair, and will be made available to the tenured members of the department. The Department Chair and the faculty member must sign the report, indicating that they have received it. The Department Chair forwards the portfolio with the relevant letters to the College Promotion and Tenure Committee.

The College Promotion and Tenure Committee will review the candidate's portfolio and provide the committee's suggestions on the candidate's progress towards tenure and promotion to Associate Professor. The Chair of the College and Promotion Committee shall write a report to the candidate with further recommendations. The candidate must sign this letter to indicate that she or he has received the report.

TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

Tenure recognizes that the faculty member has attained an appropriate position in the discipline for a long-term member of the academic world. This includes active and creative participation in the growth of knowledge in the candidate's field through a commitment to publishing scholarship at a high level, the ability and willingness to communicate knowledge through quality teaching and dedication to the profession and institution demonstrated by service.

The evaluation of candidates for promotion and tenure shall reflect their assignments and, with reference to those assignments, be based primarily on their accomplishments in teaching, research, and other scholarly or creative work, and service/administration.

Application Process

By March 1 of the Spring of the candidate's fifth year, the Department Chair, with help from the other tenured faculty in the Department, should compile a list of potential referees who are preferably Full or Emeritus Professors from Ph.D. granting institutions or nationally recognized four-year colleges. The candidate shall have the opportunity to review the list for any conflicts of interest. From this list, the Chair shall solicit, at a minimum, five current letters from referees outside the university, or whatever number is specified in the Provost's guidelines for the given year. These should be letters from independent experts in the field who can evaluate the faculty member's work; letters from co-authors, dissertation advisors, and personal friends are never appropriate. The candidate's portfolio should also include letters from colleagues internal to FAU, again, in accordance with the Provost's guidelines for the given year. All letters received go into the portfolio.

The candidate should prepare two copies of the complete portfolio (and hold a third aside as a back-up) following most recent memorandum from the Provost on Promotion and Tenure Materials, as well as the college's Promotion and Tenure Guidelines. The candidate then submits them to the Department Chair. Ultimately, one copy of the portfolio remains with Academic Affairs and one with the department. The three major divisions of the portfolio reflect the candidate's faculty assignments in teaching, research, and service.

Review Process for Promotion and Tenure

A committee of the tenured Department members is formed. The committee elects a Chair to run the meeting and to take notes. The committee discusses and evaluates the candidate's accomplishments and provides a written recommendation to the Department Chair. The Committee votes first on promotion and then on tenure. A positive vote for promotion to Associate is a necessary condition for the committee to vote on the Candidate's tenure.

The Committee Chair writes a letter to the Department Chair, reporting the Committee's deliberations and subsequent votes. The Department Chair offers an independent analysis judgment of the Candidate's portfolio and recommends for or against the Promotion and Tenure separately. The Candidate is given a copy of the letter and has five days to write a written response before the portfolio moves to the College Promotion and tenure Committee.

CRITERIA FOR EVALUATION

1. Teaching

The Department of Philosophy highly values good teaching. Teaching includes such matters as achieving course objectives and remaining current in knowledge of the field, new courses initiated, numbers of courses and preparations, assistance to students outside class through advising and mentoring, as well as student and peer evaluations of teaching.

At a minimum, the candidate should demonstrate teaching by earning an overall evaluation of good or better on his/her annual evaluations. Candidate's evaluation will be based on SPOT evaluations, peer-review of the candidate's teaching, and evidence of participation in a substantial number of pedagogical activities demonstrated by such materials as:

1. Course syllabi, including course objectives, and, if available, course web sites.
2. Titles of theses and dissertations for which the candidate has served as director or reader, including student names and state of progress.
3. Evidence of curriculum/program development including the substantial revision of currently offered courses and the documented development of new courses or programs and teaching materials.
4. Reports from peer-reviewers invited by the department Chair.
5. List of undergraduate research activities, including OURI designated research-intensive courses and research-focused independent studies.
6. List of undergraduate research projects, including OURI grant participation.
7. List of teaching and/or advising awards, with copies of letters and announcements.
8. List of GTAs supervised, by course and semester.
9. Student evaluation data, by course and semester.
10. Participation in pedagogy workshops, with dates and descriptions, or presentations concerning teaching methods.
11. Titles of courses offered as Directed Independent Study, with names of students and semester taught.
12. List of students advised or mentored, by semester.
13. List of courses, by semester.
14. List of freshman honors and WAC courses taught, by semester.
15. List of grants obtained in support of curricular and pedagogical development, by amount, term, and name of funding agency.
16. List of guest lectures given in colleagues' courses, by course, title, and date, with a copy of the invitation.
17. Copies of SPOT scores.

2. Research and Scholarship

Research is assessed according to the quality and quantity of publications. The Department expects research productivity consistent with having earned an overall rating of excellent for research on annual evaluations for the majority of years since appointment.

While the ranked status of the journal or other venue in which the publication appears may be helpful for assessing a publication, ultimately, the judgments of the external reviewers and the Departmental colleagues are more important. In some cases, reviewers will remark on the stature of a journal or book series, and their observations should be treated as helpful for those departmental colleagues who work outside of the candidate's area.

The key publications include articles in refereed journals, single-authored books, blind-reviewed chapters in books of scholarly essays from good university or trade-academic presses, and co-authored refereed works. The candidate's work should show clear development beyond the Ph.D. dissertation. Pedagogical works, while important in the profession, in most cases, count for teaching, rather than research.

Another indication of commitment to research is the submission of grant applications, whether or not the faculty member successfully receives the grant. Faculty members will receive recognition for submitting grant applications, though greater recognition will be given to those applications that successfully result in the receipt of a grant.

3. Service

Service includes service to the university, service to the profession, and community engagement. In addition to committee work, service can include such activities as helping with departmental curricular revisions, taking responsibility for an invited speaker, working with student organizations, giving lectures in the community, participating as a Program Chair at a conference, and/or representing the Department on a College committee.

Community engagement and outreach includes giving public lectures and developing community-based academic and/or research activities.

It is important for an Assistant professor to become a citizen of the College and University, to attend College meetings and take an interest in the presentations and performances given by colleagues.

PROMOTION TO FULL PROFESSOR

Candidates for promotion to Full Professor should review the online Provost's Guidelines on promotion for current information on criteria. Typically, candidates will have held the rank of Associate Professor for at least five years. Candidates will have minimally an overall evaluation of Above Satisfactory or better on annual evaluations since their promotion and tenure.

Application Process

A faculty member who wishes to apply for promotion to Full Professor should meet with the Department Chair by March 1 of the term prior to consideration. The Chair, in consultation with the full professors in the department, should compile a list of potential referees who are Full or Emeritus Professors from Ph.D. granting institutions or nationally recognized four-year colleges. The candidate shall have the opportunity to review the list for any conflicts of interest. From this list, the Chair shall solicit, at a minimum, five current letters from referees outside the university. Each will be a major scholar in the relevant field(s) who can speak to the significance and high quality of the candidate's work. Letters from co-authors, dissertation directors/readers and close personal friends are not acceptable. All letters received will be included in the portfolio.

The candidate should prepare two copies of the complete portfolio (and hold a third aside as a back-up) following the most recent memorandum from the Provost on Promotion and Tenure Materials, and the college's Promotion and Tenure Guidelines in every particular, and submit them to the Chair. Ultimately, one copy of the portfolio remains with Academic Affairs and one with the department. The three major divisions of the portfolio reflect the candidate's faculty assignments in teaching, research and service.

Departmental Review

The Department Chair and the department's elected representative to the College Promotion and Tenure Committee shall meet with one Full Professor of the tenured faculty nominated by the candidate to review the portfolio for possible omissions and may suggest changes.

A departmental committee will vote on the candidate's promotion. It must be comprised of at least three Full Professors. If the department has fewer than three Full Professors, the evaluation of an associate professor will be conducted by at least an additional 2-3 Full Professors from other College departments, to be appointed by the Chair in consultation with the Dean. Selection of the outside reviewers must follow the policy for selecting outside reviewers as stipulated in the university policy as articulated in the University Promotion and Tenure guidelines.

Members of the departmental subcommittee shall review the portfolio in advance of a meeting, convened by the Department Chair, where they discuss the application together. The Full Professors will elect one member to chair the meeting and prepare the memorandum described below. The committee members will vote by secret ballot.

The Department Chair does not vote. *Faculty members should abstain from voting when there is a conflict of interest.* Votes cast by email or fax will count only if the voting professor has personally reviewed the contents of the portfolio and has participated in the discussion.

The Chair of this meeting shall prepare a memorandum reporting the numerical results of the vote. This memorandum shall preserve the anonymity of the voting faculty but shall describe the discussion preceding the vote. The memorandum shall be sent to the Department Chair, with a copy to the candidate.

The Department Chair shall write a letter to the Dean reporting the vote of the Full Professors, the tenor of the Committee's discussion, and summarily recommending for or against promotion. The Department Chair's letter shall comprise a detailed analysis and evaluation of the candidate's work emphasizing accomplishments since promotion to Associate Professor, citing the department's written criteria and the candidate's annual assignments and performance evaluations. A copy of this letter will then be given to the candidate, who will have five business days to respond, if the candidate chooses to do so. The Department Chair's letter to the Dean and the candidate's response (if any) shall be included in the portfolio and forwarded on to the College Promotion and Tenure Committee.

CRITERIA FOR EVALUATION

1. Teaching

As teachers, candidates will have continued to develop new courses, to revise and update existing courses, and to challenge and inspire their students in the classroom. Moreover, the Department expects the Candidate to have at least earned an overall rating of good or better for Teaching on Annual Evaluations since being promoted to Associate Professor.

Commitment to teaching is also demonstrated through mentorship of undergraduate research activities, including teaching OURI designated research-intensive courses and research-focused independent studies and/or mentoring undergraduate research projects, including OURI grant participation.

2. Research and Scholarship

During their tenure as Associate Professors, candidates will have published significant, additional refereed philosophical work of high quality. The Department's approach to the evaluation of research is holistic and the quality of research/creative activity is more important than any fixed quantity of publication. *The candidate's record must demonstrate significant additional achievement since the promotion to Associate Professor.* The candidate should have produced works of significant quality that contribute to philosophy.

The works should be substantive in quality and quantity, for example, research articles in refereed journals or books, a book (single-authored) or a combination of articles and co-authored and/or edited books), which together indicate contribution to the field and significant accomplishment since promotion to Associate Professor.

Candidates for promotion to Full Professor should have achieved national and/or international recognition in his or her field. Evidence of such recognition *might* include (among other possibilities) invitations to speak at universities and/or conferences in the U.S. or abroad, publication in journals or books that reach a national and/or international audience, work as an external reader for nationally and/or internationally distributed journals and books, and any competitive research awards, grants, or fellowships received since promotion and tenure. Some evidence of national and international recognition is required.

An indication of commitment to research is the submission of grant applications, whether or not the faculty member successfully receives the grant. Faculty members will receive recognition for submitting grant applications, though greater recognition will be given to those applications that successfully result in the receipt of a grant.

In considering candidates for promotion to Full Professor, the Department adheres to University guidelines and best practices in profession.

For co-authored work published after tenure, the candidate's individual contribution should be clearly specified.

3. Service

Candidates for promotion to Full Professor should have engaged generously, consistently, and effectively in service during their years as Associate Professor. They should have played leadership roles and assumed major responsibilities on Department, College, and/or University committees/initiatives.

The Philosophy Department also expects candidates to have performed significant professional service: for example, serving as officers in national and/or international professional organizations in their field(s), as editor or external reader for journals in their field(s), and as reviewers of manuscripts for university and/or trade presses.

Community outreach and engagement, such as giving public lectures and organizing community-based academic and/or research activities and philosophical activities, such as organizing conferences or colloquia, are also considered service to the Philosophy Department.