

## **Department of Philosophy: Non-Tenure Track Teaching Faculty Promotion Guidelines**

---

### **I. General Criteria**

Full-time teaching faculty at the rank of Assistant Professor of Teaching must be employed for a minimum of five years prior to the academic year in which they apply for promotion. An M.A. is required for promotion, although a PhD is preferred.

This probationary period may include credit for prior service when agreed to by the Provost and President. It is subject to any University rules about maximum credit for prior service, as well as all other general guidelines stated in the Faculty Handbook Section 5.6, [Non-Tenure-Track Promotion Policies](#).

Individuals who are denied promotion may continue with their employment at the University.

### **II. Promotion to Associate Professor of Teaching**

Candidates for promotion to Associate Professor of Teaching in the Department of Philosophy shall be judged on the criteria of teaching and service. Research is not a criterion, so no evidence of research should be included, other than what appears on the candidate's C.V.

Since the goal of the Philosophy Department is to maintain a program with national and international recognition, no one will be recommended for promotion unless they present evidence of high-quality teaching and service. It is not expected that an individual will be equally accomplished in both areas, but excellence in one area will not make up for inadequate performance in the other. Although it is the responsibility of candidates to demonstrate their accomplishments in these areas, the evidence considered by the Department Promotion Committee and the Department Chair will not necessarily be limited to that presented by the candidate.

**Teaching:** Student evaluations on university instructor surveys must be included. Nominations for or receipt of teaching awards should be included. The candidate may also include the following materials: syllabi, exams, class handouts, course material on websites, descriptions of innovative teaching techniques and successful strategies, and proof of participation in teaching workshops or other teaching-enrichment activities. While supervision of dissertations, serving on dissertation committees, and comprehensive exam committees, are not required for promotion, the candidate should also note these activities as they are evaluated as teaching. The members of the Department Promotion Committee and the Department Chair will also consider the teaching components of annual departmental evaluations.

**Service:** The applicant must include a record of discipline-related service indicating a commitment to serving students, the Department, the University, the profession, and (if relevant) the community, as well as the promise of such service in the future. Emphasis will be laid on any job-specific service that defines a particular faculty member's position, such as being the Online Coordinator or Advising Coordinator. Evidence of service to students may be provided by citing

activities that promote their intellectual and scholarly development. Service to the University is demonstrated by indicating such things as serving on committees, directing academic programs, or carrying out administrative functions. Service to the field of philosophy includes activities such as functioning as an officer in professional societies, directing special studies, editing journals, publishing translations, serving in advisory capacities as a reviewer for publishers or journals or on a program committee, etc. Community service includes such activities as participating in continuing education programs, public forums, and organizations dedicated to increasing public enlightenment. The members of the Department Promotion Committee and the Department Chair will also consider the service components of annual departmental evaluations.

### **III. Promotion to Professor of Teaching**

To be determined.

### **IV. Application Procedure**

Candidates for promotion who are already employed by the University shall notify the Department Chair of their intention to apply by March 31 of the calendar year during which application will be made.

Candidates must submit dossiers that conform to University requirements, especially with respect to deadlines, size, and content. No materials may be added to or removed from an application once it has been considered by the Department Committee.

### **V. Composition of Teaching Faculty Promotion Committees**

The Chair of the Department Tenure and Promotion Committee, together with all tenured faculty as well as non-tenured Associate and Full Professors of Teaching, will vote on the candidates for Associate Professor of Teaching. A simple majority suffices for a positive recommendation. The committee will compose a letter summarizing their judgment and reporting the vote, which will be shared with the Chair and submitted to the college according to College guidelines.