

Department of Philosophy

Standards and Procedures for Tenure and Promotion

Approved by the Vice President of Academic Affairs on September 26, 2024

I. Tenure and Promotion to Associate Professor

The Department applies identical standards and procedures to candidacy for tenure and candidacy for promotion to Associate Professor. The standards and procedures this section presents accord with the relevant portions of the *Faculty Handbook* and the Vice President of Academic Affairs' prescribed tenure and promotion procedures. This section also presents the responsibilities of both the candidate and the Department's Tenure and Promotion Committee (TPC).

Standards

The TPC evaluates the candidate's performance in three areas: teaching, research, and service. The TPC will recommend the candidate for tenure and promotion to Associate Professor if, and only if, the candidate demonstrates excellence in all three areas.

Teaching

Teaching excellence lies at the heart of John Carroll University's mission, and the Department is committed to contributing to that excellence. Thus, teaching courses effectively and passionately is the prime duty of all the Department's faculty members. This duty applies to all courses that members are assigned to teach, whether those courses are designed for the Department's majors and minors, are part of the University's Core Curriculum, or serve the University community in some other fashion. Regarding majors and minors, members' specific teaching duties comprise offering seminars, directing theses and readings, advising majors and minors, and assisting those students with their career discernment.

Because teaching is central to the University's and the Department's missions, the first condition for attaining tenure and promotion to Associate Professor is demonstrating teaching excellence. The candidate must demonstrate this through a suitable combination of:

- peer-observation reports by the TPC's members and, when the candidate and the TPC deem appropriate, faculty members of other University departments
- the candidate's analysis of, and responses to, student course evaluations
- analysis of student learning (gleaned through evaluating students' work and/or through the assessment process)

- course syllabi and materials
- work with majors and minors such as, but not limited to, advising, directing senior theses, and conducting directed-readings courses
- any other matters that the candidate and/or the TPC deem relevant to evaluating the candidate's teaching

Examples of possible “other matters” include, but are not limited to, developing a new course and teaching in the Honors Program.

Demonstrating teaching excellence does not require candidates to show that their teaching is so superb that there is no room for improvement. The TPC recognizes that no professor is a perfect teacher, and that admirable professors make career-long commitments to improving their teaching. That commitment requires all professors to analyze their pedagogy, identify their teaching strengths and weaknesses, and strive to engage their strengths and overcome their weaknesses. The TPC expects the candidate to demonstrate a commitment to, and engagement in, that process.

Research

The Department recognizes that scholarly research is an essential part of teaching excellence, and that promoting research is necessary to attract, and retain, the highest-quality faculty members. Thus, the Department expects its members to have ongoing research programs in philosophy. Although members' research often lies in the same areas of philosophy as do their primary teaching responsibilities, it need not. The Department values pedagogical research, but such research should comprise neither the entirety of, nor the majority of, the candidate's research program. The Department requires that the candidate engage in philosophy research that is not pedagogical in nature.

The candidate must demonstrate research excellence by articulating an ongoing research program that has borne fruit through a suitable combination of the following:

- articles in refereed journals
- peer-reviewed books by reputable, academic publishers
- essays and chapters in edited volumes by reputable, academic publishers
- papers in conference proceedings
- book reviews
- conference presentations
- conference commentaries

Although the TPC recognizes peer-reviewed books by reputable, academic publishers as very strong evidence of research excellence, it recommends that the candidate emphasize publishing in refereed journals during the probation period. The TPC makes this recommendation because it believes that articles in refereed journals are the strongest evidence that is most manageable and achievable prior to the final tenure decision.

The TPC typically requires that the candidate achieve this combination in order to meet the standard of research excellence: three publications or acceptances during the probation period, at least two of which are peer-reviewed, and at least one of which is in a refereed journal. The TPC recognizes, however, that some other combinations of publications and conference presentations or commentaries might be equivalent to that standard. Thus, it accepts another combination if the candidate demonstrates that it is equivalent, provided that the other combination includes at least one article in a refereed journal. For example, suppose that the candidate has an article in a refereed journal, an essay in an edited volume, and multiple conference presentations or commentaries. If the TPC determines that all of those venues are of sufficient quality, then it would deem the combination equivalent to the standard.

Service

Although the TPC recognizes that the candidate must emphasize developing as a teacher and a scholar during the probation period, it still expects the candidate to engage in service and contribute to the broader intellectual life of the Department and the University. The TPC requires that the candidate demonstrate excellence in this area through some suitable combination of service to the Department, the University, the profession, and the community. The TPC does not expect the candidate to have performed service in all of those areas, but expects the candidate to demonstrate substantial service contributions indicative of an engaged faculty member. Although the TPC views favorably extensive service engagement, such engagement does not obviate the need for teaching and research excellence.

Service to the Department includes, but is not limited to, activities such as:

- active participation in departmental meetings and activities
- actively serving on the Department's search and ad-hoc committees
- representing the Department at academic fairs and student celebrations
- assisting the Director of the Department's Philosophy for Kids Program
- attending Shula events
- proposing to the Shula Chair possible events or speakers
- assisting the Shula Chair with hosting events and speakers
- actively serving as the Philosophy Club's faculty advisor
- active participation the Philosophy Club's meetings and events

Service to the University includes, but is not limited to, activities such as:

- active participation in the College of Arts and Sciences' meetings
- active participation in general faculty meetings
- actively serving on University or faculty committees
- actively serving on Faculty Council or its committees
- chairing University or faculty committees

- participation in talks, panels, or other events sponsored by University departments, programs, or student organizations

Service to the profession includes, but is not limited to, activities such as:

- refereeing manuscripts for journals or conferences
- board membership or officer positions in professional organizations
- organizing professional meetings or conferences
- maintaining professional organizations' newsletters
- chairing conference sessions
- attending conferences or other professional meetings

Service to the community includes, but is not limited to, activities such as:

- presentations and talks at meetings of community organizations
- judging for competitions sponsored by organizations outside the University
- reviewing applications for scholarships sponsored by institutions outside the University
- participating in service-based immersion trips
- devoting time and efforts to organizations that serve the community such as, but not limited to, those that seek to assist the unhoused or the incarcerated

Procedures

The TPC provides the candidate with annual reports on the candidate's progress toward tenure and promotion, and performs both the midterm review and final review of the candidate. The TPC elects a Chair from its ranks who facilitates the procedures. The Department Chair can serve on the TPC, but cannot serve as Chair of the committee.

Annual Reviews

The annual reviews take place during the spring terms of each academic year during the candidate's probation period with the exception of the year of the candidate's midterm review.

Candidate's Responsibilities:

- coordinate with the TPC Chair to invite the TPC's members to do classroom observations; the candidate has the authority to determine the specific class meetings that the TPC's members may attend
- provide the TPC with a concise dossier that presents the candidate's work and accomplishments in teaching, research, and service since the beginning of the probation period, as well as the candidate's future plans in those areas (although the dossier need not be as robust as the dossiers for the midterm and final reviews, the TPC recommends that candidates consult the Vice President of Academic

Affairs' requirements for midterm and final dossiers in order to determine the sorts of matters that the dossier should contain)

TPC's Responsibilities

- each TPC member must observe the candidate's teaching at least once prior to the midterm review and at least once after the midterm review
- TPC members should bear in mind that the candidate has authority over which class meetings members can observe, and should be as flexible as possible in order to accommodate the candidate's preferences
- after a classroom visit, the observer must provide, in a timely fashion, the candidate and the TPC with a written report that presents the candidate's strengths as a teacher and makes recommendations for improvement
- vote on whether to recommend that the candidate continue on tenure-track with the University
- provide the candidate with a written report on the candidate's progress toward tenure and promotion
- the report should state clearly, and explain fully, whether the candidate is meeting the TPC's expectations with respect to teaching, research, and service, and should state clearly the TPC's recommendations for advancements and improvements in those areas
- in the event that the TPC votes to recommend that the candidate not continue on tenure-track, the TPC must provide the candidate and other required parties with a detailed report that explains the TPC's decision

Midterm Review

Unless negotiated otherwise at the time of hire, the midterm review occurs during the spring term of a candidate's third year.

Candidate's Responsibilities:

- if the candidate believes it is feasible and chooses to do so, provide the TPC with a list of two or more persons outside the University who are qualified to judge the candidate's research and, if applicable, professional service
- if the candidate believes it is feasible and chooses to do so, provide the TPC with a list of two or more University faculty members outside the Department who can judge the candidate's service and contributions to the broader intellectual life of the University
- provide the TPC with a dossier that presents the candidate's work and accomplishments in teaching, research, and service, as well as the candidate's future plans in those areas
- the dossier should be prepared in accordance with the Vice President of Academic Affairs' prescribed tenure and promotion procedures

TPC's Responsibilities

- if the candidate chooses to provide the TPC with a list of two or more persons outside the University who are qualified to judge the candidate's research, seek to acquire at least one letter from the persons on the candidate's list
- if the candidate chooses to provide the TPC with a list of two or more University faculty members outside the Department who can judge the candidate's service and contributions to the broader intellectual life of the University, seek to acquire at least one letter from the persons on the candidate's list
- vote on whether to recommend that the candidate continue on tenure-track with the University
- provide the candidate and other required parties with a written report that conveys and explains the TPC's decision
- the report should state clearly, and explain fully, whether the candidate is meeting the TPC's expectations with respect to teaching, research, and service, and should state clearly, and explain fully, the TPC's recommendations for advancements and improvements in those areas

Final Review

Unless negotiated otherwise at the time of hire, the final review occurs during the fall of the probation period's last year.

Candidate's Responsibilities:

- provide the TPC with a list of five or more persons outside the University who are qualified to judge the candidate's research and, if applicable, professional service
- provide the TPC with a list of three or more University faculty members outside the Department who can judge the candidate's service and contributions to the broader intellectual life of the University
- provide the TPC with a dossier that presents the candidate's work and accomplishments in teaching, research, and service since the beginning of the probation period, as well as the candidate's future plans in those areas
- the dossier should be prepared in accordance with the Vice President of Academic Affairs' prescribed tenure and promotion procedures

TPC's Responsibilities

- acquire three letters from the candidate's list of persons outside the University
- acquire two letters from the candidate's list of three or more University faculty members outside the Department
- vote on whether to recommend the candidate for tenure and promotion to Associate Professor
- provide the candidate and other required parties with a written report that conveys and explains the TPC's decision

- the report should state clearly, and explain fully, why the candidate met, or did not meet, the Department’s standards for tenure and promotion to Associate Professor

II. Promotion to Professor

This section presents the standards and procedures that the Department applies to candidacy for promotion to Professor. The standards and procedures accord with the relevant portions of the *Faculty Handbook* and the Vice President of Academic Affairs’ prescribed promotion procedures. This section also presents the responsibilities of both the candidate and the Department’s Promotion Committee (PC).

Standards

The *Faculty Handbook* describes the rank of Professor in this way: “. . . the professorship is reserved for those persons who have attained the stature of leaders in the academic community and whose presence on the Faculty adds to the prestige of the University.” Thus, the rank of Professor is not merely a reward for longevity at the University. It is an honor bestowed on those who have earned it through their teaching, research, and service. The PC evaluates the candidate’s performance in those three areas, and will recommend the candidate for promotion to Professor if, and only if, the candidate demonstrates an outstanding record in each area.

Teaching

The Department expects its members who have attained tenure and promotion to Associate Professor to continue their contributions to the Department’s teaching responsibilities that are described in Section I of this form. The Department also expects those members to advance their contributions through expanding their work with the Department’s majors and minors, and to share their pedagogical expertise and experience. They accomplish the former through increasing the frequency with which they offer seminars, direct theses and readings, advise majors and minors, and assist those students with their career discernment. They accomplish the latter by mentoring other faculty and contributing to pedagogical workshops, roundtables, or discussions, both within the Department and in the broader University community.

Thus, the first condition for attaining promotion to Professor is demonstrating advancement in work with majors and minors, as well as mentoring other faculty and contributing to the Department’s and the University’s efforts to advance pedagogical excellence. The candidate must demonstrate these through a suitable combination of the items that are listed in Section I’s “Teaching” subsection and those items that the preceding paragraph describes.

Research

The Department expects its members who have attained tenure and promotion to Associate Professor to have ongoing research programs in philosophy that, as the *Faculty Handbook* requires, make them “. . . leaders in the academic community . . .” and help them contribute “. . . to the prestige of the University.” Thus, the second condition for attaining promotion to Professor is demonstrating an outstanding, ongoing research program that makes the described contributions. To meet this condition, the candidate must articulate such a program and demonstrate that it has borne fruit through a suitable combination of the items that are listed in Section I.

The PC typically requires that the candidate achieve this combination in order to meet the standard of outstanding research: four publications or acceptances during the years after tenure and promotion to Associate Professor, at least three of which are peer-reviewed, and at least two of which are in refereed journals. The PC recognizes, however, that some other combinations of publications and conference presentations or commentaries might be equivalent to that standard. Thus, it accepts another combination if the candidate demonstrates that it is equivalent to the standard provided that the other combination includes at least two articles in refereed journals. For example, suppose that the candidate has two articles in refereed journals, a peer-reviewed book with a reputable, academic publisher, and multiple conference presentations or commentaries. Or, suppose that the candidate has two articles in refereed journals, four essays or chapters in edited volumes, and multiple conference presentations or commentaries. If the PC determines that all of the venues in the two examples are of sufficient quality, then it would deem the described combinations equivalent to the standard.

Service

The Department expects its members who have attained tenure and promotion to Associate Professor to increase their engagement in service and their contributions to the broader intellectual life of the Department and the University. The Department expects that much, but not necessarily all, of the increase to be in professional service and service to the University. Those achieving Professor will have engaged in professional service that demonstrates leadership in philosophy as an academic discipline, or in academia more broadly, and service to the University that both contributes to the University’s progress toward achieving its goals and advances the Department’s role in, and service to, the University as a whole.

Thus, the third condition for promotion to Professor is demonstrating outstanding service and contributions to the broader intellectual life of the Department and the University. The candidate must demonstrate this through some suitable combination of the items listed in Section I’s “Service” subsection and those items that the preceding paragraph describes.

The candidate should be aware that, although outstanding service and contributions to the broader intellectual life of the Department and the University are necessary for promotion to Professor, they are not sufficient. Outstanding achievement in those areas does not obviate the need for outstanding achievement in teaching and research.

Procedures

The procedures for promotion to Professor are the same as those for the final review for tenure and promotion to Associate Professor. The PC elects a Chair from its ranks who facilitates the procedures. The Department Chair can serve on the PC, but cannot serve as Chair of the committee.

Candidate's Responsibilities:

- provide the PC with a list of five or more persons outside the University who are qualified to judge the candidate's research and professional service
- provide the PC with a list of three or more University faculty members outside the Department who can judge the candidate's service and contributions to the broader intellectual life of the University
- provide the PC with a dossier that presents the candidate's work and accomplishments in teaching, research, and service during the years after attaining tenure and promotion to Associate Professor, as well as the candidate's future plans in those areas
- the dossier should be prepared in accordance with the Vice President of Academic Affairs' prescribed tenure and promotion procedures

PC's Responsibilities

- acquire three letters from the candidate's list of persons outside the University
- acquire two letters from the candidate's list of three or more University faculty members outside the Department
- vote on whether to recommend that the candidate be promoted to Professor
- provide the candidate and other required parties with a written report that conveys and explains the outcome of the PC's vote
- the report should state clearly, and explain fully, why the candidate met, or did not meet, the Department's standards for promotion to Professor