

# DEPARTMENT OF PHILOSOPHY

## Criteria for Tenure and Promotion

### **I. Overview**

The goal of the Philosophy Department is to hire, tenure, and promote the best available people in order to maintain a diverse, high quality program with national and international recognition. Recommendations for tenure and promotion will be made with this goal in mind. The Department criteria are intended to supplement the Tennessee Board of Regents, University of Memphis, and College of Arts and Sciences criteria to make them specific in their application to the Philosophy Department. All candidates for tenure and promotion should familiarize themselves with these more general requirements and all guidelines issued by the College and University, and follow them with regard to both the time and manner of application.

### **II. Annual Reviews/Evaluations**

The Department Chair will annually review with the candidate her or his progress toward satisfying the criteria for tenure and promotion, indicating factors which in the Chair's opinion might prevent the candidate from obtaining tenure and/or promotion. The Department Chair will also make clear to the candidate that tenure and promotion decisions will be made on the basis of departmental and institutional needs and goals, as well as individual merit.

In addition to the Chair's review, each fall the Department Tenure and Promotion Committee will review the credentials of all members of the department faculty who hold the rank of assistant or associate professor, with all tenured professors reviewing both associate and assistant professor and all tenured professors and tenured associate professor reviewing assistant professors. A written summary of each evaluation will be delivered to the Department Chair. The Chair will discuss the content of the evaluation with each faculty member reviewed. In the interest of helping faculty members obtain advice regarding a successful application for tenure and/or promotion, faculty members are also encouraged to talk with the Chair of the Department Tenure and Promotion Committee after discussion of their evaluation with the Department Chair.

### **III. Mid-Tenure Review**

After three years in a tenure-track appointment, faculty members will participate in a formal review (known as the “Third-Year Review”) regarding their progress toward tenure and promotion. At the beginning of the fourth year of tenure-track appointments, candidates will submit material and a dossier to the Department Tenure and Promotion Committee to document the quality of their teaching, service, and scholarship. This material will be submitted in accordance with the University time table. The Department Tenure and Promotion Committee will consider third-year review candidates, along with candidates for tenure and promotion to associate professor, and candidates for promotion to professor early in the fall semester to allow ample time to meet College deadlines. (The Third-Year Review differs from tenure and/or promotion reviews only in that outside letters of evaluation are not required for the Third-Year Review.) The Committee will recommend to the Department Chair whether the contract of an individual serving in a tenure-track appointment be renewed or not. If the Committee and the Department Chair agree that an individual’s contract not be renewed, the individual shall nevertheless, in accordance with the American Association of University Professors Guidelines and University policy, be continued through a fourth year.

The Tenure and Promotion Committee may in some cases request that a candidate submit additional material for review at the beginning of the fifth year of a tenure-track appointment—in effect, a fourth-year review. This material shall be submitted in accordance with the University tenure and promotion schedule as indicated above. If, after reviewing the material, the Committee and Department Chair agree that the candidate not be reappointed, the individual shall be continued through the fifth year.

### **IV. Tenure and Promotion to Associate Professor**

Criteria for tenure are the same as for promotion to associate professor. No one will be recommended for tenure without also being recommended for promotion to associate professor, unless she or he already has the rank of associate professor or professor.

Candidates should consult the College of Arts and Sciences Guidelines and talk with the Department Chair to determine the year in which they should apply for tenure and/or promotion. Normally candidates will apply for tenure and promotion to associate professor at the beginning of their sixth year of tenure-track employment.

In applying the University criteria for tenure the term “length of service” will be taken to mean full-time teaching and/or research at the University of Memphis, unless the Department recommended at the time the candidate was hired, and the administration approved, a reduced tenure period. Similarly, in applying the criteria for promotion, the term “appropriate professional experience” will be taken to mean full-time teaching and/or research at the University of Memphis unless: (1) when hiring someone the

Department recommends, and the Department Chair and the University administration approve, that other experience is to be counted as equivalent to full-time experience at the University of Memphis, or (2) the individual receives department and university approval before undertaking an activity that it will be considered to be equivalent to full-time teaching and/or research at the University of Memphis for the purpose of tenure or promotion. Decisions regarding recommendations for reduced tenure probation and equivalent appropriate experience are made by the Department Chair after consultation with the Department faculty, and must be approved by the Dean of the College of Arts and Sciences, the Provost, and the President.

Since the goal of the Philosophy Department is to maintain a high quality program with national and international recognition, no one will be recommended for tenure unless she or he not only meets all the general Tennessee Board of Regents, University, and College requirements for tenure but in addition presents evidence of high quality teaching, service, and scholarship judged by national standards. It is not expected that an individual will be equally accomplished in all these areas, but excellence in one area will not make up for inadequate performance in another. Although it is the responsibility of candidates for tenure to demonstrate their accomplishments in these areas, the evidence considered by the Department Tenure and Promotion Committee and the Department Chair will not necessarily be limited to that presented by the candidate.

Some of the ways high quality teaching, service, and scholarship may be demonstrated are:

**Teaching:** The teaching components of the annual department evaluation, the third-year review, and (if one occurs) the fourth-year review, will be taken into account. Evaluations on university instructor surveys and on department instructor surveys must be considered. Nominations for, and/or receipt of, teaching awards should be included. Teaching materials from the candidate's annual portfolios including syllabi, exams, class handouts, course material on websites, descriptions of innovative teaching techniques and successful strategies, may be included, as well as participation in teaching workshops or other teaching-enrichment activities.

**Scholarship and Publication:** Evidence of high quality scholarship and publication in philosophy is primarily shown through publication of articles and books that make a critical or creative addition to the literature in a given area. Evidence of on-going activity expected to result in publication may be shown by the presentation of papers at professional meetings and other institutions, participation in symposia and colloquia, and similar activities. Presentation of papers, serving in professional organizations, editing books and journals, and similar activities may also be cited along with publications to demonstrate national and international recognition in one's area. The members of the Department Tenure and Promotion Committee and Department Chair will take into account the scholarship components of the annual departmental evaluations; for untenured assistant professors they will also take into account the scholarship component of the third-year review and (if one occurs) the fourth-year review. Outside letters of

evaluation of the candidate's scholarship will be obtained and considered seriously. (See the section on Application Process.)

**Service:** Evidence of service to students may be provided by citing activities which 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. Evidence of service to the field of philosophy may be provided by such activities 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. Evidence of public service is provided by such activities as participating in continuing education programs, public forums, and organizations dedicated to increasing public enlightenment. The members of the Department Tenure and Promotion Committee and the Department Chair will take into account the service components of the annual departmental evaluations; for untenured assistant professors they will also take into account the service component of the third-year review and (if one occurs) the fourth-year review.

## **V. Promotion to Professor**

The general requirements for appointment or promotion to professor are stated in the Tennessee Board of Regents and University criteria. Since the Philosophy Department's primary objective is to maintain high quality, nationally and internationally recognized programs, only candidates whose work surpasses the minimum standards will be recommended by the Department for promotion. This is especially the case with regard to scholarship and publication since they are the primary means by which national and international prominence is attained and maintained. This does not mean, however, that high quality performance is not expected in other areas also. Promotion to professor requires demonstration that the candidate enjoys a position of national prominence and influence within her or his research area(s), which substantially exceeds the requirements for associate professor. Appointment to the rank of professor is not a function of length of service or of any other purely quantitative measures of success.

## **VI. Application Process**

Since the Department Committee and Department Chair must follow the guidelines and time tables issued by the University, candidates for tenure and/or promotion should make themselves familiar with these guidelines. Candidates should also make inquiry to the Department Chair and Dean's Office regarding the nature of the material to be submitted and deadlines for submitting it. Although the Department Chair will make every effort to keep candidates informed regarding these deadlines, it is the responsibility of the candidate to see that all material is submitted in proper form and at the proper time. Dossiers must conform to the College and University requirements in effect at the time of

application, and candidates must meet the qualifications in effect in all relevant tenure and promotion guidelines at the time of application.

The procedure employed in obtaining outside evaluation of the quality of the publications and other work of candidates for tenure and promotion is as follows: the candidate will submit the names of ten potential outside evaluators to the Department Tenure and Promotion Committee, from which the Committee will choose two, the candidate will choose one, and the Department Chair will choose two. The Committee and Department Chair in consultation may add other names of people in the candidate's research area, who are not on the candidate's list. No more than one external evaluator may be a major advisor or collaborator of the candidate.

In April the Department Chair will send letters of request to the people selected as evaluators, enclosing a copy of the candidate's curriculum vita and asking for directions regarding which material on the curriculum vita the reviewer wishes to have sent to her or him. In the event that one of those selected as evaluator is not available, the group or person who chose that evaluator will select another person from the remaining list until a minimum of five people has communicated their willingness to act as a reviewer to the Department Chair. A minimum of four external reviews is required by the College of Arts and Sciences. (Candidates can reduce the probability of evaluators being unwilling to serve by communicating with people on the list in advance of submission of the names.) If necessary not be shown to the candidate. Since it requires some time to arrange for evaluations, candidates should submit their list of potential evaluators to the Department Committee by April 1 in the academic year prior to when they plan to apply for tenure or promotion. Since candidates will usually apply for tenure in the sixth year of employment, this means they should submit their list by April 1 of their fifth year. At the Department Committee and Department Chair may request additional names from the candidate. Letters of evaluation will this time candidates should also be prepared to provide copies of any publications or works in progress listed on the curriculum vitae for the evaluators' reviews.

## **VII. Department Committees on Tenure and Promotion**

The Department Tenure and Promotion Committee for candidates applying for tenure and promotion to associate professor is composed of all tenured members of the Department holding the rank of associate professor or professor (excluding the Department Chair). The Department Tenure and Promotion Committee for candidates applying for professor, or for tenure and professor, is composed of all tenured members of the Department holding the rank of professor (excluding the Department Chair). The Committee Chair is a voting member of the Committee. There must be a minimum of three voting members of committees composed of professors, and a minimum of five voting members of committees composed of professors and associate professors. A quorum will be constituted by a simple majority of the eligible voting members. No faculty member will be allowed to vote on a tenure or promotion decision of his or her spouse. Only committee members who have read the dossiers are eligible to participate in Committee

deliberations. Discussion will continue until a consensus is reached. The Committee Chair will then draft a statement of the Committee's position and circulate it to the Committee members for their review and recommendations. When the statement has been approved it will be transmitted by the Committee Chair to the Department Chair.

If the Department Chair is being considered for tenure or promotion, the dossier with the Committee's recommendation will be transmitted directly to the Dean of the College of Arts and Sciences.

The Chair of the Department Tenure and Promotion Committee will be appointed by the Department Chair in order to balance the service work load of faculty members within the Department. The Committee Chair will also serve as the Department's representative to the College of Arts and Sciences' Tenure and Promotion Committee when the Department (as opposed to the College Dean) is in a position to appoint the representative.

The Chair of the Department Committee will transmit the Committee's recommendation and supporting statement to the Department Chair in accordance with the University time table. The Department Chair will make his or her decision after having read the recommendation and statement of the Department Committee, but is in no way bound by the Committee's recommendation. The Chair discusses both the Committee's recommendation and their own recommendation with the candidate before transmitting the dossier and recommendations to the College of Arts and Sciences. In the case of promotion to professor, the candidate may withdraw from consideration after the discussion with the Department Chair. Nothing may be added to, or deleted from, the dossier after the Department Committee's review.

### **VIII. Modification of Tenure and Promotion Guidelines**

Modification of these guidelines requires a simple majority of all tenured faculty in the Department and approval of the Dean of the College of Arts and Sciences and the Provost. Untenured faculty members may be included in the discussion of changes to the guidelines, but they will not be eligible to vote. A request for consideration of modification of these guidelines may be initiated by any full-time tenured or tenure-track member of the Philosophy Department faculty and should be presented in written form to the current Chair of the Department Tenure and Promotion Committee.