



The Department of Philosophy follows all guidelines and procedures in the *Faculty Handbook* 10th and 11th eds. (see §§3 and 5.3 [11th] and Appendices A and E) concerning the hiring of new faculty, pre-tenure leaves, and tenure and promotion petitions from Ordinary Faculty. This document supplements the Handbook and provides information as to how the Department evaluates faculty for tenure and for promotion. All Ordinary Faculty hired after January 2016 are subject to the 11th edition of the *Handbook*. Other faculty are subject to *Handbooks* according to their specific circumstances.

ANNUAL REVIEW OF PROBATIONARY FACULTY

Each Candidate (faculty member seeking tenure or promotion) is required to maintain throughout the probationary period an on-going dossier of information pertinent to his/her activities in the areas of teaching, scholarship, and service. This dossier shall minimally contain the following items for review by the department chair and the members of the department eligible to vote:

- Copies of course syllabi
- A copy of the Candidate's teaching and office hours
- Course evaluations by students (philosophy department form)
- An up-to-date copy of the Candidate's *curriculum vita*
- Letters from peer review committee members and the chair

To permit new faculty adequate time to develop their courses and a research agenda, the College does not encourage first year faculty to assume positions on standing committees of the College, to teach course overloads, or to engage in outside work. Further, the Department does not generally assign first year Candidates to teach in the Development of Western Civilization Program.

Departmental Peer Review Committee

Each candidate shall be assigned a departmental peer review committee of two tenured members of the department, assigned by and not including the chair. The peer review committee shall mentor the probationary faculty member and evaluate the probationary faculty member's progress toward tenure in the areas of teaching, scholarship, and service, including conducting an annual meeting with the chair and the probationary member. Each committee member shall visit a minimum of one class per semester. At the probationary faculty member's request, an additional classroom review session will be conducted. In addition, the chair (or assistant chair) shall visit at least one class per semester. Each committee member and the chair shall, at the end of each semester, write a letter describing the classroom visits. This letter shall provide a general evaluation of the probationary faculty member's teaching, including review of course syllabi for conformity with the curriculum and review of other relevant teaching materials. Each committee member shall send the letter to the chair, with a copy to the candidate. The chair shall send a copy of his/her letter to the candidate. These letters are also kept on file in the department.

Course Evaluations

Each Candidate shall administer the Department of Philosophy Course Evaluation Form in all departmental courses at the end of each semester. These forms are to be delivered to the chair, who will review them. These forms are to be returned to the Candidate and kept on file by the Candidate as part of his/her dossier.

Annual Meeting

At the end of the academic year the chair shall meet with the committee and the Candidate to review and discuss ways to help the Candidate improve in teaching, scholarship, and service. Peer review reports and course evaluations comprise part of this discussion, as well as an overview of the Candidate's development in scholarship and service. This review provides the Candidate with help in his/her progress toward tenure.

THIRD YEAR REVIEW

A thorough review of the Candidate's record of teaching, scholarship, and service shall be conducted by the chair in consultation with tenured members of the department in the fall of the Candidate's third contract year. For faculty who were awarded a full two years of credit toward tenure at the time of initial appointment, the review



will take place in the spring of their second contract year at Providence College. Prior to the review, the Candidate shall make a presentation of his/her research to the department faculty. The Candidate shall make available to the tenured members of the department the course evaluations and departmental peer review letters. In its pre-tenure review, tenured departmental faculty will follow the criteria for tenure outlined below in making its judgment, yes or no, that the Candidate is successfully progressing toward tenure. The chair shall inform the candidate of the judgment and departmental rationale by December 15. If the department judges a Candidate's progress satisfactory, the Candidate shall be advised of ways in which he/she can improve. If the department judges a Candidate's progress unsatisfactory because of deficiencies in teaching, scholarship, or service, the Candidate shall be notified of those deficiencies and advised of ways to correct them.

CRITERIA FOR EVALUATING FACULTY FOR TENURE AND PROMOTION

The Department follows all guidelines concerning the tenure and promotion decisions detailed in the *Faculty Handbook*. Although the Candidate may consult with the chair and other members of the department in compiling the dossier for submission to CART, he/she is fully responsible for developing, maintaining, and submitting these materials on time. Candidates seeking promotion following the tenure decision are strongly encouraged to maintain and update the dossier provided when seeking tenure. The Candidate bears the burden of demonstrating that he/she meets the criteria for tenure and promotion.

Teaching

In the dossier, the Candidate will provide a statement of teaching philosophy and any materials pertinent to the evaluation of the Candidate's teaching effectiveness.

For *tenure*, these materials *must* include syllabi, peer review reports, and course evaluations. These materials *may also* include, but are not limited to: assignments and exercises, descriptions of teaching methods actually used, and indications of changes made to up-date course materials. For *promotion*, these materials *may* include, but are not limited to: syllabi, course evaluations, assignments and exercises, descriptions of teaching methods actually used, and indications of changes made to up-date course materials

The Candidate is expected to accept class visitation by members of the Department eligible to vote and who may wish to observe teaching for purpose of the tenure or promotion decision. A faculty member wishing to visit the Candidate's class will request permission in advance. Should the Candidate refuse all visitation, the faculty member may, at his/her discretion, still visit a class. The faculty member retains the right to mention refusal at the department meeting.

Scholarship

The Department expects ongoing and continued scholarly development. The Department considers the following sorts of scholarly work appropriate for submission and evaluation: articles in scholarly journals (preferably peer reviewed), scholarly books, conference or convention papers, textbooks, edited books, chapters, book reviews, participation and/or organization of convention panels or discussions, chairing convention sessions, magazine articles, and service on editorial review boards. Additionally, Candidates may present data indicating the importance of their work in the discipline; these data can include the nature of the peer review process, acceptance rates, and citation indices. Over the past decade, the best practice in the department for promotion to Associate Professor has been either one book in philosophy by a reputable press or three articles in reputable peer reviewed journals. As of 2018, this also constitutes our standard for tenure. In both cases these requirements are subject to the prudential judgment of the department, taking into account a balance between quantity and quality of the scholarly product.

The Department does not require external letters pertaining to scholarship. Philosophy is not an empirical discipline in which professionals regularly engage in collaborative research and publication. Further, in philosophy, such external review of scholarship, over and above acceptances in peer reviewed publications, is a common practice *only* at major research universities or in relation to endowed chairs. Therefore, the Department does not consider external letters a source of additional substantive or helpful information in evaluating candidates for tenure or promotion. Candidates may, of course, choose to solicit such letters.



DEPARTMENTAL PROCEDURES FOR TENURE AND PROMOTION

Service

The College recognizes service to the department, the college, the discipline, and the community as relevant to the Candidate's tenure or promotion considerations. Candidates must display evidence of continuing service in more than one of these areas.

Service to the Department may include but is not limited to: (a) service on departmental committees; (b) service as department chair; (c) moderator of Phi Sigma Tau, the Philosophy Club and/or the Undergraduate Philosophy Conference; (d) support of departmental scholarly and social functions; (e) service (once tenured) on peer review committees of probationary faculty; (f) participation in events such as Family Day and the Major/Minor Fair; (g) facilitating the department's mission (as in maintaining the departmental web site, serving as departmental secretary, etc.).

Service to the College may include but is not limited to: (a) representation on college committees, (b) Faculty Senate involvement, (c) directing an academic or administrative program (in some cases, —e.g., Center for Teaching Excellence—service might also represent scholarship in the form of professional development), (d) Undeclared Advising Program or other mentoring, (e) participation in college sponsored events.

Service to the discipline may include but is not limited to: (a) office holding or committee activity in regional or national professional associations, (b) departmental liaison to a professional organization.

Service to the community may include but is not limited to: (a) engaging in charitable work, (b) speaking to community groups, (c) advising civic organizations and government groups, and (d) engaging in other activities in which the Candidate's knowledge or skills are shared with community groups.

Evaluation of Term Faculty

Special Lecturers (part-time) and Adjunct faculty (full-time) should be evaluated in each semester of their first two years of appointment at Providence College; thereafter, they should be evaluated once each year, unless they are assigned to a course not previously part of their workload at Providence College. Special Lecturers and Adjunct faculty are always to be evaluated in the first semester in which they teach a course that they have not previously taught at Providence College.

Each Adjunct faculty member shall be assigned one departmental peer review department member from among the tenured members of the department, assigned by and not including the chair. The chair and the departmental peer review department member shall each visit a minimum of one class per semester. Each visit should be followed by a brief consultation. In addition, the chair shall visit at least one class per semester for Special Lecturers.