



The University of
Montana

**UM UNIT STANDARDS COMMITTEE
SIGNATURE FORM**



Unit Standards for: Department of Philosophy

Year: 2013-14

1) Department Chair:

Paul Muehl
Signature

11/18/13
Date

2) Dean:

Christy Ann
Signature

4 March, 2014
Date

3) Chair, UM Unit Standards Committee:

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4/29/15
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4) Provost and Vice President for Academic Affairs:

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5/4/15
Date

UPDATED: March 10, 2014

UNIT STANDARDS
Department of Philosophy

These unit standards and procedures are intended to be in addition to and consistent with those provided in the current Collective Bargaining Agreement between the University of Montana University Faculty Association and the Montana University System. In the event of any omissions or inconsistencies, the terms of the Collective Bargaining Agreement shall be applicable and shall prevail.

1.000 Procedures

1.100 General Structure

The general structure of the procedures for evaluation shall be as specified in the Collective Bargaining Agreement, Section 10.000.

1.200 Student Evaluation Committee

The selection, organization, and function of the Student Evaluation Committee, which shall consist of three students, shall be as described in the Collective Bargaining Agreement, Section 10.220.

1.300 Faculty Evaluation Committee

The specific composition of the Faculty Evaluation Committee shall be established by an election in which only tenured and tenure-track members of the Department will have the opportunity to vote. The committee shall include at least three (3) tenured or tenure-track faculty members and one (1) student observer. (If the designated student observer fails to participate it does not invalidate the committee's evaluation.) Its Chairperson shall be elected from the Committee, and the student observer shall be selected by the Chairperson according to the procedures of the Collective Bargaining Agreement. The Committee shall evaluate each faculty member in the Department against the standards for performance and evaluation specified in the Departmental Unit Standards (Section 3.000) according to the schedule specified in the Collective Bargaining Agreement. Only tenured or tenure-track faculty are able to vote on tenure and promotion decisions.

Each individual to be evaluated shall submit an IPR no later than October 15, and he or she shall be invited to meet with the Committee to discuss his or her evaluation prior to Committee action on a recommendation. The Committee shall complete its evaluations and communicate its recommendation and the supporting evaluation to each individual evaluated by November 1.

Each individual evaluated shall have ten (10) days to appeal his or her recommendation to the Committee. In the case of a probationary faculty member, the committee's evaluation shall include a specific assessment of the faculty member's progress toward tenure under the criteria of Section 4.200 below. Each faculty member shall sign his or her recommendation to indicate that he or she has inspected the documents submitted.

The Faculty Evaluation Committee's recommendations and supporting evaluations shall be forwarded to the Department Chairperson by November 15.

1.400 Departmental Chairperson's Review

The Departmental Chairperson shall consult with each individual to be evaluated prior to making a recommendation. The Chairperson's evaluations shall be completed and a recommendation and its supporting evaluation communicated to each individual evaluated by December 3. Each individual evaluated shall have ten (10) days to appeal his or her recommendation. In the case of a probationary faculty member, the Chairperson's evaluation shall include a specific assessment of the faculty member's progress toward tenure under the criteria of Section 4.200 below. Each faculty member shall sign his or her recommendation to indicate that he or she has inspected the documents submitted. The Chairperson's recommendations and supporting evaluations shall be forwarded to the Dean by December 15.

2.000 Appointment

2.100 Conditions for Initial Appointment

An individual upon initial appointment to the faculty of the Department shall hold the Ph.D. degree in philosophy from an accredited U.S. institution or an equivalent degree from an established international institution, except in unusual circumstances decided by the Department in consultation with the Dean of the College and the Provost of the University. An individual advanced to candidacy for the Ph.D. degree may be appointed but shall be required, except at the discretion of the Department, to complete the degree within a maximum of one (1) year from the date of appointment.

3.000 General Standards for Performance and Evaluation

Faculty performance will be judged in the areas of teaching, scholarship and creative activity, and service in accord with the section of the Collective Bargaining Agreement entitled "Academic Responsibility" (Section 6.200). Achievement in each of the three (3) areas will normally be expected.

3.100 Responsibilities of the Faculty Member

3.110 Teaching

Each faculty member is expected to teach regularly in the areas of his or her competence, to share in teaching general education courses as the needs of the Department require, to advise students, and to direct student research when appropriate. Courses are to be well prepared and regularly updated. Students are to be informed of the requirements for courses and given reasonable opportunities for continuing evaluation of their performances under those requirements. Each faculty member is expected to post a reasonable number of office hours.

Normal teaching shall consist in teaching needed lower and upper division courses according to one's expertise. The courses shall be taught responsibly as indicated by student evaluations, teaching materials, and, where relevant, peer review.

One's teaching shall be considered Above Normal if one's teaching contributions exceed the normal standard. For example, one's teaching may be considered above normal if one consistently receives excellent evaluations or if one takes on extra tasks such as undertaking new preps.

One's teaching shall be considered Outstanding if one's teaching contributions far exceed the normal standard. For instance, one's teaching may be considered Outstanding if one undertakes new preps, teaches large service courses, and receives uniformly excellent student evaluations.

3.120 **Scholarship and Creative Activity**

Each faculty member is expected to be regularly engaged in scholarship or creative activity in the field of philosophy, and this work must periodically result in publication. Such engagement is expected as a contribution to the field, as an essential part of the intellectual life of the Department and the University, and as an essential part of teaching effectiveness.

Normal scholarship shall consist in maintaining an active research program and periodically publishing and/or publicly presenting one's research or the products of one's creative activities.

One's scholarship shall be considered Above Normal if one exceeds Normal standards by publishing more frequently than is typical for one's subfield, or if one publishes or presents in a prestigious venue indicating a high level of regard from peers in one's subfield.

One's scholarship shall be considered Outstanding if one far exceeds normal standards either by publishing at a much higher rate than is typical of one's subfield, by publishing projects of greater scope (e.g., a single-author book placed with a reputable press), or by publishing or presenting in the most prestigious venues, indicating superlatively high regard from peers in one's subfield.

3.130 **Service**

Each faculty member is expected to assume some share of the burden of Departmental and University service. Service to the profession and to the community are encouraged but not required.

Ordinarily, normal service shall consist in a proportionate share of departmental service (e.g., serving on the FEC and assisting with administrative tasks delegated by the department chair), professional service as appropriate (e.g., serving as a referee for a journal), and university service (e.g., serving on one demanding committee, which meets periodically throughout the year, or two less demanding committees, each of which meets once or twice per year). However, service on multiple committees or the performance of multiple administrative tasks at either the university or the departmental level that meet this overall standard of rigor will also constitute normal service.

One's service shall be considered Above Normal if in addition to Normal service one undertakes considerable additional service (e.g., serving on very demanding committees, serving as department chair, or undertaking a large amount of departmental service).

One's service shall be considered Outstanding if one displays model professional, departmental and/or university service. This ranking shall be reserved for exceptional amounts of service (e.g., serving as department chair and on two committees concurrently) or exceptionally valuable service (e.g., applying for external funding and then organizing a local conference of great interest to students).

3.200 **Evidence of Performance**

3.210 **Teaching**

Evidence of teaching ability and effectiveness shall be provided through: (a) the regular student evaluation process; (b) letters of evaluation from colleagues or former students who have attended the faculty member's courses or are by some other means familiar with the faculty member's teaching; or (c) the report of a teaching review committee appointed especially for the purpose of reviewing the candidate's teaching when such a review is deemed appropriate or is requested. Materials from the regular student evaluation process shall always be included. Evidence of the (b) variety may be offered as appropriate. Either the faculty member being evaluated or the FEC may initiate a teaching review; in either case, a committee of three (3) senior faculty members will be appointed by the Department Chair to devise and conduct the review, with one (1) member appointed with the consent of the faculty member under review.

3.220 **Scholarship and Creative Activity**

It is the responsibility of the faculty member to provide specific documentation of scholarly or creative activity. Evidence of scholarship and creative activity of the following kinds is appropriate:

- a. Books, articles, and reviews published by reputable presses and journals (normally refereed);
- b. Works in progress, which may be offered for evaluation by faculty within the Department;
- c. Papers (especially refereed papers) read at national meetings or, less significantly, regional or state groups;
- d. The receipt of honors, awards, fellowships, and project grants, particularly those involving national competition;
- e. Speaking engagements related to one's professional field;
- f. Editing of published books or journals;

g. Literary or artistic composition or performance related to the individual's philosophical concerns or other sorts of creative activity of philosophical significance;

The faculty member under review or two (2) members of the FEC may request letters from two (2) outside referees to evaluate the quality and/or philosophical significance of the work submitted. One (1) of the referees will be selected from a list provided by the faculty member under review.

3.230 **Service**

Evidence of campus service is provided by involvement in University and Departmental committees and by the undertaking of other tasks or assignments relating to the welfare of the University and the Department. Service to the profession is evidenced by administrative or committee work for a professional association, work as a referee for scholarly publications in the field, the organization of or invited participation in scholarly conferences, colloquia, etc., or lecturing for professional colleagues. Letters of evaluation of the quality of such service from individuals or groups affected are appropriate.

4.000 **Standards for Faculty Advancement**

4.100 **Promotion**

4.110 **To Assistant Professor**

For promotion from Instructor to Assistant Professor, a faculty member must hold the Ph.D. degree in philosophy from an accredited U.S. institution or an equivalent degree from an established international institution (except under the provisions for unusual circumstances referred to in Section 2.100 above) and evidence promise for meeting the standards for tenure.

4.120 **To Associate Professor**

For promotion from Assistant Professor to Associate Professor, a faculty member shall hold the Ph.D. degree in philosophy from an accredited U.S. institution or an equivalent degree from an established international institution (except under the provisions for unusual circumstances referred to in Section 2.100 above), have a minimum of four (4) years in rank as Assistant Professor (except in unusual circumstances), and have demonstrated achievements in accordance with the standards for teaching, scholarship, and service specified in Section 3.000 above.

Normally, four (4) published articles of substance (as distinguished from comments, responses, reports, review essays, and the like) in reputable journals (normally refereed), or invited papers published in prestigious anthologies and by reputable presses, or a substantial book or monograph will be expected. Production of one piece of creative work is acceptable, provided it is deemed artistically creditable through peer review and it has demonstrated philosophical significance.

As part of the evaluation process, the Chair will solicit from each candidate a list of five (5) names of scholars working in the same field who are likely to be well-acquainted with the candidate's work or are in a position to make an informed evaluation of the

candidate's work. From this list, the Chair will select two (2) names. The Chair, in consultation with the Department as needed, will create a separate list of three (3) scholars working in the same field that are not on the candidate's list. From that list the Chair will solicit one (1) person to review the candidate's work. The candidate will be allowed, if he or she chooses, to remove one (1) scholar on the Chair's list from consideration. Note: Neither the candidate's Ph.D. advisor nor anyone who has collaborated on research with the candidate in the last three (3) years may appear on either the candidate's list of five (5) names or the Chair's list of three (3) names.

4.130 To Full Professor

For promotion from Associate Professor to Full Professor, a faculty member shall hold the Ph.D. degree in philosophy from an accredited U.S. institution or an equivalent degree from an established international institution (except under the provisions for unusual circumstances referred to in Section 2.100 above), have a minimum of five (5) years in rank as an Associate Professor (except in unusual circumstances), and demonstrate continued achievement against the standards for teaching, scholarship, and service specified in Section 3.000 above. Normally, three (3) published articles of substance since promotion to Associate Professor (as distinguished from comments, responses, reports, review essays, and the like) in reputable journals (preferably refereed), or invited papers published in prestigious anthologies and by reputable presses, or a substantial book or monograph will be expected. Production of one piece of creative work is acceptable, provided it is deemed artistically creditable through peer review and it has demonstrated philosophical significance.

4.200 Award of Tenure

4.210 Eligibility

Tenure is not automatically awarded for years of service. It is the responsibility of the individual to make application for tenure (in accord with the Collective Bargaining Agreement, Section 9.320). A probationary faculty member shall be eligible to make an application for tenure after an accumulation of five (5) years of service toward tenure, at least two (2) of which have been accumulated at the University of Montana.

4.220 Standards

To receive tenure in the Department of Philosophy, a probationary faculty member must hold the Ph.D. degree in philosophy from an accredited U.S. institution or an equivalent degree from an established international institution, have the minimum rank of Associate Professor (except in unusual circumstances), and have demonstrated achievements in accordance with the standards for teaching, scholarship, and service specified in Section 3.000 above.

4.300 Salary Determination

4.310 Normal Increment

A recommendation for a normal salary increment will be made when the faculty member is satisfactorily meeting the standards for teaching, scholarship, and service specified in Section 3.000 above.

4.320 Less-Than-Normal Increment

A recommendation for a less-than-normal increment may be made when the faculty member exhibits either an absence of any performance or poor performance of assigned responsibilities within the scope of employment. It is understood that the absence of performance in any one (1) or two (2) of the areas of teaching, scholarship and creative activity, and service does not justify a recommendation for a less-than-normal increment if the quantity of performance in the remaining area or areas is proportionate to the FTE of the position, if the quality of performance in the remaining area or areas is at least normal, and if the individual has assigned duties solely in the remaining area or areas. A total of three (3) less-than-normal increments will normally lead to a tenure review as specified in Section 17.000 of the Collective Bargaining Agreement.

4.330 Merit Award

A recommendation for a merit award may be made when the faculty member has demonstrated above normal performance in at least two (2) of the three (3) areas: teaching, scholarship and creative activity, or service; or outstanding performance or special recognition in at least one (1) of these areas, and normal performance in the remaining area or areas of assigned duties.

4.400 Retention

4.410 Probationary Faculty Members

A probationary faculty member may not be dismissed without cause during the period of his or her appointment. Dismissal for cause must be in accord with sections of the Collective Bargaining Agreement entitled "Causes for Discipline or Discharge" and "Discipline or Discharge for Cause Procedure" (Sections 18.300 and 18.400). A probationary faculty member shall be recommended for retention when his or her progress toward tenure is judged satisfactory.

4.420 Tenured Faculty Members

A tenured faculty member shall in each case be recommended for retention, except under the circumstances of a tenure review process as specified in the Collective Bargaining Agreement (Section 17.000), when a recommendation against retention may be made.