I. General

The Department of Philosophy and Religion Studies (PRS) Bylaws complement the procedures set forth in the University of North Texas Faculty Handbook and the UNT Policy Manual, from which authority these Bylaws are derived.

In accordance with decisions of the Texas Higher Education Coordinating Board in 1969, 1985, 1992, 2005, and 2009 the purpose of PRS is to educate students pursuing (1) the Bachelor of Arts in philosophy, (2) the Interdisciplinary Minor in Religion Studies, (3) the Master of Arts in philosophy and (4) the Philosophiae Doctor (Ph.D.) in philosophy. In support of, but also in addition to, undergraduate and graduate education, this mission also includes and emphasizes the production, as well as the educational transmission, of knowledge in the form of scholarly publication and/or other means of disseminating knowledge (characterized more fully in VII.F). Undergirding the creation, dissemination, and transmission of discipline-specific knowledge is professional service to the Department, College, University, discipline, and profession, and public service to the state, nation, and international communities. In addition, the department is committed to the creation, dissemination, and transmission of interdisciplinary knowledge and supporting the educational needs of other departments and interdisciplinary programs both at the undergraduate and graduate levels throughout the University to the extent that resources permit. Finally, the department is also committed to seeking external funds to support research by its faculty and graduate students.

The Faculty Handbook and Policy Manual generally set forth the organization, policies, procedures, and traditions of the University of North Texas. Each member of the Department of Philosophy and Religion Studies is expected to be familiar with that document. The Departmental Bylaws are not intended to amend, contradict, or supersede the general spirit and intent of the Faculty-Handbook and Policy-Manual policies and guidelines, but to interpret and to supplement those policies and guidelines as appropriate for the unique needs and circumstances of the Department.

II. The Faculty

A. The Core Faculty: The Core Faculty consists of the tenured and tenure-track faculty holding the rank of Assistant Professor, Associate Professor, or Professor. Core Faculty, irrespective of rank, report only to the Chair.

B. Ancillary Faculty: The Ancillary Faculty may include Adjuncts; Post-doctoral Visiting Fellows; Lecturers; non-tenure-track Research Assistant Professors, Associate Professors, and Professors (technically academic staff, but functioning as faculty); and Visiting Scholars in residence for a semester or more. In addition to the Chair, Ancillary Faculty, depending on circumstances, may report to another member of the Core Faculty.

C. Faculty Meetings: Regular meetings of the Faculty must be held at least once per semester (exclusive of the two summer semesters.) A meeting may be called by the Chair, or upon
request of one-third of the Core Faculty. Minutes of the meeting shall be kept; corrected minutes, including minority reports and exceptions, shall be posted on the Departmental website.

Core Faculty are expected to attend Departmental faculty meetings; Ancillary Faculty are welcome to do so. Only Core Faculty shall be eligible to vote in meetings of the faculty. Any vote may be by secret ballot at the request of a faculty member.

An elected representative from among the graduate students may also attend Departmental faculty meetings, but is not eligible to vote.

The Core Faculty may vote to declare themselves in Executive Session and exclude all who are not Core Faculty from the meeting.

The Departmental Bylaws may be amended by majority vote of the Core Faculty in Executive Session.

(Unless otherwise specified throughout this document, “Faculty” shall refer inclusively to both the Core and Ancillary Faculty.)

III. The Chair

A. It is the task of the Chair to fulfill the chief executive officer's role as delineated in the Faculty Handbook and Policy Manual. In his or her administrative capacity, it is the Chair’s task, with the advice and counsel of the Department as a whole or its appropriate committees severally, to carry out the administrative, knowledge production, educational, and service policies of the Department, College, and University. It is the task of the Chair to supervise the day-to-day, week-to-week, month-to-month, semester-to-semester, and year-to-year operations of the Department and the work of the Administrative Coordinator II (formerly Administrative Specialist IV; formerly Administrative Assistant) (see V.A) who manages and carries out those operations and supervises the rest of the Department Staff as detailed in V.

B. It is the duty of the Chair to attend monthly College chairs meetings, semi-annual University chairs/administrators retreats; to submit to various bureaucratic “training” as required; to attend graduation ceremonies and other such academic rituals. It is also the duty of the Chair to attend Department-sponsored lectures, dinners, parties, and the like, and to contribute to their success financially, within reason, without reimbursement.

C. It is the duty of the Chair to entertain the complaints by Core and Ancillary Faculty about one another or about graduate students or the departmental staff (V.) and to address their issues and mediate their conflicts in an effort to maintain comity in the Department, all in order to ensure the Department’s harmonious and efficient functioning. When his or her efforts to find win-win or mutually agreeable solutions fail, it is duty of the Chair to resolve them by fiat (if trivial) or refer them to the Executive Committee (VI.A) for resolution (if serious).

D. Faculty who may be implacably dissatisfied with the issue management and/or conflict resolutions achieved by the Chair, by whatever means, or have grievances against the Chair himself or herself may appeal to the Executive Committee as provided in VI.A or, in extremis, petition for the formation of a Grievance Committee as provided in VI. J.
E. As specified in the *Faculty Handbook* and *Policy Manual* (but worth repeating here), in transmitting his or her recommendations or decisions to the College Dean, the Chair shall inform the College Dean if a majority of the voting members of the faculty are of a contrary opinion.

F. The Chair will act as an advocate for the interests of the Department and its members severally to the College Dean and University Provost. Correspondingly, the Chair will inform the Departmental faculty of the policies and decisions of the Dean as they pertain to the Department and/or its faculty and staff and will implement them.

G. The Chair will take a leading role in periodically updating and revising the Departmental Strategic Plan and website. The Chair will make timely requests to the Dean and Provost, guided and informed by the Departmental Strategic Plan, for permission to recruit new faculty. It is the duty of the Chair is to grow the department and to trumpet its renown.

H. The Chair will provide the faculty with timely review and evaluation of Departmental performance, goals, policies, programs, etc., in the light of changing circumstances and conditions affecting the University, College, and Department.

I. The Chair will provide faculty members, severally and individually, with an annual evaluation and intradepartmental ranking of their performance, based on a Faculty Evaluation Instrument awarding points for performance in each of the following categories: research/scholarship, teaching, and service as detailed in VIII.

J. The Chair will distribute annual merit raises informed by the annual evaluation exercises.

K. The Chair shall function as an ex officio member of all Committees (VI) except the Executive Committee (VI.A) and the Ad Hoc Grievance Committee (VI.J).

L. Selection and Appointment of the Chair

a. The Chair of the Department will be appointed by the Dean of the College of Arts and Sciences, subject to endorsement by the Vice President for Academic Affairs and the President of the University with final authorization of the Board of Regents from nominees selected by an elected faculty Search Committee and confirmed by vote of the Department faculty.

b. A 2/3’s vote by the voting faculty is necessary to secure an interim Chair. Candidates will be solicited from the faculty by the Executive Committee and nominees determined by the voting faculty. The name of the nominee or nominees will be transmitted to the Dean of the College.

M. Termination of the Chair: It is recognized that the Dean of the College may terminate the appointment of the department Chair following whatever type of review or investigation he/she deems appropriate, including periodic administrative review of the Department. The faculty, of its own volition by vote of a simple majority of the voting faculty, may review the Chair during the month of April of any year by any method chosen by vote of the voting faculty and convey the results of this review (vote of confidence) to the Dean of the College of Arts and Sciences.

IV. Other Departmental Offices: Appointed by the Chair after informal consultation with the Faculty
A. **Director of Undergraduate Studies** (DUGS): It is the task of the DUGS to chair the Undergraduate Curriculum Committee and to advise the undergraduate majors pursuant to completing their required courses of study. In addition, the DUGS assists the Chair and AC II in scheduling classes.

B. **Director of Graduate Studies** (DGS): It is the task of the DGS to chair the Graduate Curriculum Committee (VI.D); to determine the number of graduate students to admit each year; to negotiate funding for graduate Teaching Assistants/Teaching Fellows and graduate Research Assistants; and to consult closely with graduate students in filing all paperwork, including degree plans, required by the UNT Toulouse School of Graduate Study for completing their degrees.

C. **Supervisor of the Teaching Assistants and Teaching Fellows** (STA/TF): It is the task of the STA/TF to chair the Graduate Admissions Committee (VI.E); to mentor the TAs and TFs; to advise them about planning their courses and creating their syllabi; to review student evaluations of the TAs and TFs; to visit their classes and evaluate and advise them about both the substance and style of their teaching; to lead a professional development seminar, required of doctoral students, once in every four semesters.

D. **Archivist**: It is the task of the Archivist to keep and maintain web-based documentary and photographic records of current and former: graduate students; visiting scholars; job candidates (both successful and unsuccessful); visiting speakers; administrative staff and work-study students; and all important academic events pertaining to the Department.

E. **Mentor**: Each new tenure-track Assistant Professor shall select a tenured Associate Professor or Professor to serve as his or her Mentor. The Mentor is expected to guide the new Core Faculty successfully through his or her six-year probationary period of service.

F. **Associate Chair**: An Associate Chair will be selected by the Chair to assist the Chair in the execution of his or her duties and serve in place of the Chair during the Chair’s absence from campus.

V. **Staff**: Departmental Staff consists of one or more persons serving in each of the following capacities.

A. **Administrative Coordinator II** (ACII). The ACII functions as a manager of the general office and coordinates its operations. The ACII serves as the primary administrative assistant to the Chair and handles all the administrative tasks associated with the day-to-day, week-to-week, month-to-month, semester-to-semester, and year-to-year operations of the department. The ACII provides administrative support to the Director of Undergraduate Studies and the Director of Graduate Studies in advising processes, in scheduling and staffing courses, and in coordinating Teaching fellows. The ACII also supervises the office’s other administrative staff and is responsible for ensuring that the Departmental Office is open during scheduled business hours (M-F, 8am-5pm). The ACII hires, schedules, oversees, directs, trains, and supervises student assistants in daily office activities; maintains and oversees the Department’s Webpage, develops procedures for efficient and effective operation of department's overall workflow; processes all departmental payroll paperwork and approves hourly time promptly; maintains budgets and fiscal matters for state, local and revenue accounts, and maintains grant monies; makes recommendations for and implements changes in policies and procedures, and provides oral and written interpretations of policies and procedures; provides administrative support for periodic and special projects, and coordinates with the AS IV to make arrangements for conferences,
programs, meetings, and special events; and serves as departmental representative as appropriate in meetings and interdepartmental contacts. The ACII also keeps track of and replenishes office supplies as needed, and makes sure Departmental printers, copier and fax machine are in working order. The Chair sets the ACII’s priorities and supervises and directs the ACII’s work; the ACII reports to the Chair.

B. **Administrative Specialist IV** (ASIV): The ASIV is the first point of contact by phone, in person, and through Departmental e-mail for students, faculty and visitors to the Department. The ASIV is the administrative support for the Department’s graduate programs. The ASIV coordinates with the Director of Graduate Studies to maintain records, send reminders and assist with meetings, orientations and any relevant, necessary training of graduate students as requested by the Director of Graduate Studies, and ensures all undergraduate teaching faculty are in compliance with House Bill 2504. The ASIV is also responsible for assisting faculty, students and official guests in the preparation of travel vouchers for reimbursement, and for verifying and processing completed forms. In the course of daily business, the ASIV prepares documents and paperwork, schedules advising meetings for the Director of Undergraduate Studies and the Director of Graduate Studies, answers general questions about the Department and its programs, and delivers materials to appropriate departments throughout the College and University. The ASIV coordinates arrangements for the Departmental Colloquium, conferences, programs, meetings, and special events, and when appropriate works with the ACII on such events. The ASIV assists the ACII with all administrative tasks associated with the operations of the department, and the ACII may delegate and assign to the ASIV specific tasks for which the ACII is responsible. The ASIV reports to the ACII, or to the Chair in the absence of the ACII.

C. **Work-study Students** (WSS): It is the task of the WSSs to do the various tasks associated with the day-to-day, week-to-week, month-to-month, semester-to-semester and year-to-year operations of the department, such as answering the phone, making copies of documents, printing out documents and preparing them for signature, fetching the mail, running errands and hand-delivering important forms and documents, moving furniture around the Office and other light physical labor. The WSSs report to the ACII.

VI. Committees

A. **The Executive Committee**: The Executive Committee shall consist of three elected members. Only tenured Core Faculty are eligible for membership. Nominations are to be made at the final faculty meeting of the academic year (April or May); each Core Faculty member may vote for or against the nominees, severally, election to the committee to be determined by a simple majority in the case of each nominee. Term of office will be for one academic year (August 15-August 14).

The Executive Committee provides advice and counsel to the Chair on matters of Departmental policy and administration.

The Executive Committee hears and attempts to resolve complaints and grievances on the part of Faculty against the Chair.

B. **Personnel Affairs Committee** (PAC): The Personnel Affairs Committee shall consist of three elected members. Only tenured Core Faculty who continue to meet or exceed the Criteria for Tenure and Promotion to Associate Professor (VII) are eligible for membership. Election shall follow the procedure and policy set forth in VI. A; Term of office will be for one academic year.
This Committee will evaluate the progress toward tenure made by probationary Core Faculty members, in accordance with College and University guidelines, schedules, and timelines; assemble tenure and promotion dossiers; evaluate Departmental candidates for tenure and promotion; oversee annual Faculty evaluations and recommend changes in the evaluation instrument, if necessary, to the Departmental Faculty; draft changes in Departmental personnel policy, if necessary; conduct an annual evaluation of Lecturers (X.E) and provide the Chair with advice and council regarding all other personnel matters, including those pertaining to Ancillary Faculty.

C. **Undergraduate Curriculum Committee**: The Undergraduate Curriculum Committee shall consist of two elected members and will be chaired by the DUGS. All Core Faculty, irrespective of tenure-status or rank, are eligible for membership. Term of office shall be for one academic year. Election shall follow the procedure and policy set forth in VI. A. This Committee will initiate and supervise Departmental initiatives that affect the Departmental undergraduate programs of study and courses of study.

D. **Graduate Curriculum Committee**: The Graduate Curriculum Committee shall consist of two elected members and will be chaired by the DGS. All Core Faculty, irrespective of tenure-status or rank, are eligible for membership. Term of office shall be for one academic year. Election shall follow the procedure and policy set forth in VI. A. This Committee will initiate and supervise Departmental activities that affect the Departmental graduate programs of study and courses of study and shall handle all matters related to the graduate program that may arise, including curriculum and policy matters requiring the attention of the Department convening as a committee of the whole.

E. **Graduate Admissions Committee**: The Graduate Admissions Committee shall consist of two elected members, the DGS, and shall be chaired by the STA/TF. Additionally, one faculty member from the University of Texas, Arlington Department of Philosophy and Humanities shall be an ex officio advisory member. All Core Faculty, irrespective of tenure-status or rank, are eligible for membership. Election shall follow the procedure and policy set forth in VI. A. Term of office shall be for one academic year. This committee will serve as the admissions committee for incoming graduate students, award open teaching assistantships and fellowships, award any special scholarships and fellowships that may be available, award and distribute internally funded research assistantships, and referee quarrels among externally funded Faculty concerning the employ of externally funded graduate research assistants.

F. **Speakers Committee**: The Speakers Committee shall consist of three Departmental faculty, each serving staggered three-year terms. All Core Faculty, irrespective of tenure-status or rank, are eligible for membership. Election shall follow the procedure and policy set forth in VI. A. By custom, but not bylaw, first-year faculty, regardless of rank, shall be nominated to serve on the speakers committee and elected to serve in their beginning year at UNT. Among the duties of the Speakers Committee are to identify potential speakers, invite potential speakers to campus, schedule events around speakers visits, make all logistical arrangements for speakers, and steward the speakers fund, derived from student fees.

G. **Undergraduate Scholarship Committee**: The Undergraduate Scholarship Committee shall consist of the DUGS, who will serve as chair and two elected members. The duty of the Undergraduate Scholarship Committee is to award departmental scholarships to outstanding undergraduates.
H. **Qualifying Examination Committee (QEC):** The *Qualifying Examination Committee* shall consist of three Departmental faculty who have completed their third year of service to the department as Assistant Professor or who hold the rank of Associate Professor or Professor. Members will serve for a one-year term and may be elected consecutive years. Election shall follow the procedure and policy set forth in VI.A. The QEC will evaluate the Examination provided by the student on a pass/fail basis. In order to ensure that all procedures related to the *Qualifying Examination* are fair and amicable, the QEC will consult with the GA as necessary. Doctoral *Qualifying Examination* procedures are listed in the Ph.D. Handbook.

I. **Ad Hoc Search Committee:** An Ad Hoc Search Committee shall be formed upon the Chair’s securing authorization from the Dean to recruit Core Faculty guided by the short and long term goals of the Department, as specified in the most recent Departmental Strategic Plan. By University policy, it must include a faculty member from another department and a (non-voting) graduate student. All Core Faculty, irrespective of tenure-status or rank, are eligible for membership. Election shall follow the procedure and policy set forth in VI.A. This Committee shall carefully prepare a job description, and complete all administrative paperwork pursuant to the recruitment process. The committee shall review applications, conduct telephone interviews, and select from two to four candidates for face-to-face campus interviews. After all scheduled fly-backs and campus interviews are completed, the candidates shall be ranked in order of preference by the Core Faculty, functioning as a committee of the whole.

J. **Ad Hoc Grievance Committee:** The Ad Hoc Grievance Committee will consist of three members. The Chair shall nominate one member, the aggrieved Faculty member shall nominate one member, and these two members shall nominate a third member to serve as chair of the Committee. The members of this Committee need not be from the Departmental Core or Ancillary Faculty, although, of course, they may be. Majority approval by the Core Faculty is necessary to seat the nominees. The Committee shall attempt to ameliorate or otherwise resolve the grievance.

VII. **Criteria for Tenure and Promotion:** The Department of Philosophy and Religion Studies at the University of North Texas recognizes that the tenure-and-promotion process itself embodies a wide range of philosophic questions and assumptions—epistemological, political, and ethical. The nature and use of knowledge are themselves changing today; our challenge is to identify standards for tenure and promotion which are both rigorous and flexible in nature, and which match the diverse nature of our disciplines and the world at large.

Tenure and promotion in the Department involve evaluation in four areas of accomplishment: research and scholarship, teaching, service, and collegiality. Broadly speaking, research is of primary importance, teaching somewhat less, and service less still. While important, collegiality counts as the least of the four criteria, once the mid-term (third-year) evaluation has occurred.1

Research and scholarship are broadly understood as the creation of new knowledge, including the synergistic recovery and/or synthesis of existing knowledge, disseminated through various media such as print, film, electronic publication, and substantive web design. Teaching is

---

1 The College of Arts and Sciences forms for both the mid-term evaluation and the evaluation of candidates for promotion to tenure include the following check-off regarding collegiality: “So far as can be determined, the above faculty member does/does not understand the nature of membership in a community of scholars, adheres to high standards of integrity and professional ethics, has the ability and desire to work as a member of a group while retaining all rights of individual expression, and feels a sense of responsibility for the well-being of the University of North Texas and a commitment to work for the accomplishment of its goals.”
broadly understood as the transmission of knowledge to and the cultivation of research and scholarship skills in students. Service is broadly understood as contributions to the enabling infrastructure for the creation, dissemination, and transmission of knowledge, including faculty self-governance at the departmental, collegiate, and university levels; service to regional, national, and international professional societies; service to the infrastructure for the dissemination of knowledge, such as to publishers of books and journals; and service to various lay communities. Collegiality is broadly understood to consist in facilitating and not hindering the research/scholarship, teaching, and service of other members of the academic community, broadly understood to include the department, college, university, professoriate, and profession.

Recommendations for promotion and/or tenure before the sixth year of employment at UNT will be restricted to exceptional cases.

The granting of tenure and promotion to Associate Professor is not a reward for work produced during the period of probationary employment at UNT. Rather, it is an expression of confidence that the tenured Associate Professor will continue to meet or exceed the criteria for promotion and tenure in perpetuity.

A. Tenure and Promotion to Associate Professor

1. Research and Scholarship: The Department considers a wide variety of accomplishments to contribute to the bid for tenure, including but not limited to single-authored books, co-authored books, edited or co-edited volumes, peer-reviewed journal articles and book chapters, journal editing, translations, establishing an academic center, audio and video productions, web pages with significant scholarly content, and other new media—all herein after referred to as “work produced.” Generally speaking, the Department seeks to promote interdisciplinary collaborations of all types, and will weigh interdisciplinary work produced in any of the above areas equally with intra-disciplinary work produced in the disciplines of philosophy and religion studies. Progress toward such accomplishments as these will be examined at the mid-term (three-year) evaluation and untenured faculty will be advised accordingly.

Recognizing that research and scholarship today take a wide variety of forms, the Department has developed an evaluation system that converts all such activity into a common numerical measure (VIII). Given the deficiencies of converting qualities into quantities, the Department will use this evaluation system with discretion, with the Chair and Departmental PAC retaining the prerogative to interpret its results.

Candidates for tenure will therefore be encouraged to seek clarification from the Chair and the PAC concerning appropriate kinds and numbers of works produced. Keeping in mind that quality can trump quantity, as regards publications or other media for the dissemination of new knowledge, the applicant for promotion to Associate Professor with tenure should average one to two refereed journal articles or chapters in books per year or the equivalent thereof, for a total of nine over the UNT six-year probationary period. Work produced at other institutions will also be considered, but the emphasis will be placed upon work accomplished while at UNT. Candidates must demonstrate a sustained trend of scholarly achievements toward establishing a national reputation in their field.

The publication of a single-authored book will be deemed the equivalent of five articles. Promotion and tenure will depend upon the Department's appraisal of the quality and quantity of the work produced as it relates to the candidate’s research interests. Participation in refereed
conferences and as an invited speaker will also be considered in the tenure review process, as will substantive scholarly contributions to the creating of documentaries, web pages, and other new media.

With a view to the Departmental focus on interdisciplinary activity, the Department expects that candidates for tenure and promotion will also pursue sponsored research with agencies such as the National Science Foundation, the National Institutes of Health, the National Endowment for the Humanities, and/or other funding sources, public or private as appropriate. Finally, the Department recognizes and will take into account the fact that candidates for tenure and promotion differ; a candidate, for example, who joined the Department shortly after graduate school may not be as advanced in his or her research and scholarship as another, who may have been employed for several years at another institution of higher learning. The Department takes particularly seriously its responsibility to mentor candidates who fall into the former category.

2. Teaching: The statistical teaching performance of the candidate for promotion and tenure should be around or above the Departmental average. There should also be favorable written student evaluations. Both kinds of evaluation will be viewed in conjunction with the candidate’s grading policies and outcomes, to insure that high ratings are not influenced by grade inflation. In the event that the candidate receives low marks as a teacher from student evaluations, he or she may request that other Core Faculty visit his or her classes as an additional means of determining the quality of his or her teaching.

3. Service: During the probationary period, service to the Department, College, and University should be kept to a minimum, to permit the probationary faculty member adequate time to develop research/scholarship interests and teaching skills. Because the Department's graduate program is focused on the connections between philosophic reflection or the study of religion and the larger world, and may for that reason involve the faculty member in significant service activities, such activities may, when deemed appropriate by the Chair and the PAC, count as the equivalent of part or all of the research/scholarship requirements for tenure and promotion to Associate Professor. Such activities might include, for example, significant involvement in journal editing and large interdisciplinary projects aimed at applying philosophy within the context of other scholarly, scientific, and professional disciplines.

B. Promotion to Professor: Candidates for Professor must demonstrate proficiency in research and scholarship, teaching, and service and must also demonstrate commitment to the university's community of scholars. Achievement in all areas must be accompanied by an emphasis on research and teaching which is proportionately greater than that necessary for promotion to Associate Professor. In no cases will excellence in research be construed as a substitute for the demonstration of adequate teaching performance. In no cases will excellence in teaching or service be construed as a substitute for proficiency in research and scholarship.

The candidate for promotion to Professor is expected to have continued to meet and exceed the standards required for tenure and promotion to Associate Professor. The candidate is expected to have published a single-authored book or its equivalent in the form of other media for the dissemination of knowledge. Substitutes may include an average of two or more refereed journal articles or chapters in books per year or its equivalent, two or more edited books, a significant book-length translation with appropriate scholarly interpretation and apparatus, significant activity in journal editing, the creation of documentaries, interdisciplinary projects in philosophy or religion studies, published works of fiction with significant philosophical content, and the creation of web pages with significant intellectual academic content. Regular participation in
conferences, workshops, and other scholarly meetings, as well as invited lectures to other colleges and universities, is expected as indications of the candidate’s regional and national reputation and of his or her contribution to research and scholarship.

The candidate should have participated effectively in Departmental, College, and University service, including, for example, Departmental, College, and University committees, terms as DUGS or DGS and STA/TF, or other comparable activities as may from time to time be required by the Department, College, or University. Significant participation in regional, national, and international organizations related to the candidate’s specialty will also be favorably considered.

C. Tenure and Promotion Procedures: The College of Arts and Sciences provides guidelines and timelines for the submission of tenure and promotion files. The files will be assembled by the PAC in consultation with the candidates for tenure and/or promotion. The PAC will review the files and submit a report recommending for or against tenuring and/or promoting the candidate to (a) the tenured faculty of the department (in the case of tenure and promotion to Associate Professor) or (b) the Full Professors of the department (in the case of promotion to Full Professor) for a vote of these constituencies. Revisions will be made by the PAC if necessary to ensure that the recommendation reflects the view of voting members. The PAC will then submit the recommendation to the department Chair, who will make an independent report. The Chair will make the Chair’s report available to the PAC, and if necessary meet with the PAC to reach an accord. Both recommendations, including their justificatory narrative, will be forwarded to the Dean of the College of Arts and Sciences, together with an indication of the vote of these constituencies.

VIII. Faculty Evaluation: The purpose of tenure is to ensure that tenured Core Faculty are free to pursue a scholarly or research agenda of their own choosing, insulated from politically or ideologically motivated administrative interference; to ensure that tenured Core Faculty are not subject to the whims of the state Legislature or Coordinating Board, which might otherwise, in response the prevailing political winds or economic rollercoasters, decide to decimate the publicly employed professoriate; and to ensure that tenured Core Faculty are not subject to dismissal based solely on personality conflicts with colleagues, Chairs, Deans, and Provosts. The Faculty Handbook and the Policy Manual explain and strongly affirm the principle of academic freedom.

The Faculty Handbook and the Policy Manual also explain and affirm that academic freedom is also accompanied by academic responsibility. The purpose of tenure is NOT to provide a Core Faculty member with job security and a lifelong reliable paycheck primarily to support other-than-academic activities, including such worthy things as raising children and caring for ailing or aging relatives, or such feckless things as hobbies, pastimes, and sports—like stamp collecting, daytime television watching, and golf playing. Tenured Core Faculty DO NOT, in a word, enjoy a publicly funded sinecure.

Therefore, as mandated by the Faculty Handbook and the Policy Manual, each member of the Core Faculty will be evaluated annually, based on a calendar-year (from January 1 to December 31) performance record over a three-year period. The Departmental PAC will oversee the evaluation process, which is hereafter described:

Each Core Faculty member shall prepare a Three-Year CV indicating scholarship/research accomplishments and service. Quantitative and qualitative student course/instructor evaluations will be provided by the Departmental AC II.
Each Core Faculty will enter the information from his or her Three-Year CV and student evaluations into the Faculty Evaluation Instrument (a point-system spreadsheet), which is subject to revision from time to time as the Department and the activities of its Faculty evolve. The Departmental AC II will randomly assign another Core Faculty to check the accuracy of the information entered against the Three-Year CV and to negotiate the points awarded for each meritorious activity in the three categories of Scholarship/Research, Teaching, and Service. Each Core Faculty member will have the opportunity to add or subtract a 20% quality adjustment to every other Core Faculty member’s score in the three categories of Scholarship/Research, Teaching, and Service. A zero will be registered for Faculty who choose not to exercise the 20% option. The several qualitative adjustments, including all the zeros, will be averaged and added to or subtracted from the score.

The adjusted scores for each member of the Core Faculty will be translated into the 10-point scale of the universal Performance Evaluation Form according to a formula, which is subject to revision from time to time as the Faculty Evaluation Instrument evolves in response to the evolution of the Department and its Faculty. Definitions of levels of performance and the formula for translating scores from the Faculty Evaluation Instrument into the universal Performance Evaluation Form follow:

A. Level One: Distinguished Performance Pursuant to Goals of the Departmental Strategic Plan, 8 - 10 points

1. Research/Scholarship: consistent high quality and frequent publication (in top refereed journals and with first-tier academic presses) or its equivalent in other media (VII.A.1); international and national recognition for scholarship (e.g., officer in a professional society, awards and honors, frequent referee, editorial board membership); overall academic leadership (e.g., frequent invited lectures and/or papers, journal editorship, editorship of scholarly books, interdisciplinary or applied philosophy projects, keynote addresses, consulting, media interviews, citations, awards); consistent submission of proposals for external funding.

2. Teaching: consistent innovative, cutting edge courses of instruction (as recognized by peers and evidenced by course syllabi); highest standards of professional conduct (e.g., meets class on time, returns comments and evaluations of students’ tests, exams, term papers, thesis/dissertation chapters, etc., to students in a timely manner); frequent direction of theses and dissertations, frequent service on thesis and dissertation committee; high level of involvement with students (e.g., writes extensive commentaries on papers and tests, letters of recommendation, co-authors publications with students); very strong student evaluations.

3. Service: frequent and essential service to the Department (e.g., DUGS, DGS, Supervisor of TAs/TFs, chair Departmental PAC, Graduate Admissions Committee, Ad Hoc Search committee, or Speakers Committee); College (e.g., PAC); University (e.g., Dean Search Committees, member of the Faculty Senate); Profession (officer in a professional organization, numerous memberships on editorial boards); and Community (lectures to local organizations like the Dallas Philosophers Club and Texas Master Naturalists, letters to the editor in newspapers).

B. Level Two: Commendable Performance, 6 - 7.9 points

1. Research/Scholarship: significant publication (in top and second tier presses and refereed journals) or its equivalent in other media (VII.A.1); national and regional recognition for
scholarship; evidence of academic leadership; occasional submission of proposals for external funding.

2. Teaching: strong courses of instruction (as recognized by peers and evidenced course syllabi); some direction of theses and/or dissertations; some service on thesis/dissertation committees; very high standards of professional conduct; evidence of significant involvement with students, strong student evaluations.

3. Service: frequent and important service to the Department (e.g., various committees), College (as requested), and University; some service to the Profession; some to the Community.

C. Level Three: Satisfactory Performance, 4 - 5.9 points

1. Research and Scholarship: some publication or its equivalent in other media (VII.A.1), ongoing research program with promise of increased level of publication, regional recognition for scholarship.

2. Teaching: good to above average courses of instruction (indicated by course syllabi and peer recognition); occasional direction of theses and dissertations and occasional service on thesis/dissertation committees; acceptable standards of professional conduct; good to above average student evaluations.

3. Service: some service to the Department, College and/or University, Profession, and Community.

D. Level Four: Unsatisfactory Performance, 2 - 3.9 points.

1. Research and Scholarship: infrequent publication or its equivalent (VII.A.1), poorly conceptualized research interest; no grant proposals

2. Teaching: mediocre courses of instruction (indicated by course syllabi and peer recognition); low standards of professional conduct; relatively low teaching evaluations.

3. Service: minimal service to the Department, College and/or University, Profession, and Community.

E. Level Five: Very Unsatisfactory Performance, 0 - 1.9 points.

1. Research and Scholarship: no publication or its equivalent (VII.A.1); no research agenda.

2. Teaching: minimal classroom effort; weak to poor courses of instruction; haphazard syllabus preparation; lack of professional standards of conduct; poor student evaluations.

3. Service: Little or no service to the Department, College and/or University.

F. Correlation of annual Faculty Evaluation Instrument points with the 10-point-scale universal Performance Evaluation Form: Correlation of annual Faculty Evaluation Instrument points—in each category of research/scholarship, teaching, and service—with the 10-point-scale universal Performance Evaluation Form (the neat, order of magnitude correlation proved to be accidental
and is subject to revision from time to time as the Faculty Evaluation Instrument evolves in response to the evolution of the Department and its Faculty.):

1. **Level One: Distinguished Performance**
   - 100+ = 10 rating
   - 90-99 = 9 rating
   - 80-89 = 8 rating

2. **Level Two: Commendable Performance**
   - 70-79 = 7 rating
   - 60-69 = 6 rating

3. **Level Three: Satisfactory Performance**
   - 50-59 = 5 rating
   - 40-49 = 4 rating

4. **Level Four: Unsatisfactory Performance**
   - 30-39 = 3 rating
   - 20-29 = 2 rating

5. **Level Five: Very Unsatisfactory Performance**
   - 10-19 = 1 rating
   - 00-09 = 0 rating

Based on the Faculty Evaluation Instrument and the universal Performance Evaluation Form, the Department Chair will rank the Core Faculty in each category of research/scholarship, teaching, service, and overall. The Chair will prepare a Departmental profile on each member of the Core Faculty, indicating to each his or her ranking in each category and overall Departmental ranking, which will be forwarded to the College Dean. Faculty members will be entitled to see their own profile and know their own ranking within the Department.

Each non-Lecturer member of the Ancillary Faculty will be evaluated annually by means and methods to be determined by the Chair in consultation with the PAC as befits the tasks and duties of each Ancillary Faculty member.

Prior to the annual evaluation, Faculty may elect to invite colleagues into their classroom. Such visitations are solely for the purpose of assisting Faculty in evaluating the teaching and classroom performance of their colleagues. Faculty should honor the request of colleagues to visit their classroom.

Faculty may petition the Personnel Action Committee to review and revise their profile and ranking if they think it is incorrect or if the quality adjustment seems unfair.

**IX. Consequences of Unsatisfactory Performance Evaluation**  
“Satisfactory,” “Unsatisfactory” and “Very Unsatisfactory” performance in the Department of Philosophy and Religion Studies are defined in VIII. C., VIII. D, and VIII. F. and VIII. G. 3, VIII. G. 4, and VIII. G. 5, respectively. The *Policy Manual* provides an elaborate remedy for tenured Core Faculty who receive a “Level Four: Unsatisfactory” or “Level Five: Very Unsatisfactory” Departmental evaluation as follows (reformatted in accordance with the format of these Departmental Bylaws):
**A. Near-Term Professional Development Plan.** A tenured faculty member who receives an "unsatisfactory" evaluation for the first time from both the Departmental PAC and Department chair shall be required to participate in a Near-Term Professional Development Plan, administered at the department level. The Department Chair, in consultation with the Department PAC and the faculty member, shall prepare a written plan to remedy the Deficiencies. The Near-Term Professional Development Plan will be formulated in a timely fashion, normally less than six weeks after the faculty member receives an “Unsatisfactory” or “Very Unsatisfactory” evaluation. The Near-Term Professional Development Plan should outline goals that allow the faculty member to demonstrate reasonable progress by the next annual evaluation.

Although each Near-Term Development Plan is tailored to individual circumstances, the plan will:

1. identify specific deficiencies to be addressed;
2. define specific goals or results necessary to remedy the deficiencies;
3. outline the activities to be undertaken to achieve the necessary results;
4. set time lines for accomplishing the activities and achieving intermediate and ultimate results;
5. indicate the criteria for assessment of progress in the plan; and
6. identify institutional resources to be committed in support of the plan.

**B. Comprehensive Professional Development Plan.** A tenured faculty member who receives a subsequent “Unsatisfactory” or “Very Unsatisfactory” evaluation from both the Department PAC and Department Chair in any one of four successive annual performance evaluations shall be required to participate in a Comprehensive Professional Development Plan, administered at the college or school level.

The Comprehensive Professional Development Plan will be formulated by a three-person Professional Development Committee appointed by the Dean from the tenured faculty of the University. The Dean is encouraged to discuss the membership of this committee with the Department Chair and faculty member under review. Neither the Department Chair nor members of the Department PAC of the faculty member under review may serve on the Professional Development Committee. The Professional Development Committee shall review the faculty member's performance. The review shall result in one of three possible findings:

1. No deficiencies remain after Near-Term Development. The faculty member, Department Chair, and Dean are informed in writing that no Comprehensive Professional Development Plan is required;

2. Deficiencies remain after Near-Term Development but are determined not to be substantial or chronic. The committee specifically elaborates the deficiencies in writing. A copy of the findings is provided to the faculty member, Department Chair, and the Dean;

3. Substantial or chronic deficiencies remain after a Near-Term Development. If a Professional Development Committee finds substantial or chronic deficiencies, it specifically elaborates the deficiencies in writing and a copy is provided to the faculty member, Department Chair, and Dean. The faculty member, Department Chair, and Professional Development Committee shall then work together to formulate a Comprehensive Professional Development Plan acceptable to
the Dean. The Comprehensive Professional Development Plan will be formulated in a timely fashion, normally less than six weeks after the faculty member receives an “Unsatisfactory” or “Very Unsatisfactory” evaluation. The Comprehensive Professional Development Plan should reflect the mutual aspirations of the faculty member, the Department, and the College or School. It is the obligation of all involved to assist in the development of a meaningful and effective plan and to make a good-faith effort to implement the plan adopted.

Although each Comprehensive Professional Development Plan is tailored to individual circumstances, the plan will

1. identify specific deficiencies to be addressed;
2. define specific goals or results necessary to remedy the deficiencies;
3. outline the activities to be undertaken to achieve the necessary results;
4. set time lines for accomplishing the activities and achieving intermediate and ultimate results;
5. indicate the criteria for assessment of progress in the plan; and
6. identify institutional resources to be committed in support of the plan.

After the review is completed and, if necessary, the Comprehensive Professional Development Plan formulated, the Professional Development Committee will disband.

C. Assessment: The Faculty member, Department PAC, and Department Chair shall meet annually to review the faculty member's progress toward remedying deficiencies as outlined in either the Near-Term Professional Development Plan or the Comprehensive Professional Development Plan. Further evaluation of the faculty member's performance within the annual performance evaluation process may draw upon the faculty member's progress in achieving goals set out in either the Near-Term Professional Development Plan or the Comprehensive Professional Development Plan. Progress and the final reports shall be written by the Department Chair and the Department PAC and forwarded to the Dean.

The Near-Term Professional Development Plan and the Comprehensive Development Plan are designed to help faculty members whose composite evaluations in the areas of teaching, professional activity, and service have been determined by both their Department Chair and Department PAC to be “Unsatisfactory” or “Very Unsatisfactory.” Upon completion of the plans two outcomes are possible:

1. **Satisfactory Completion.** If the faculty member achieves a “Satisfactory,” “Commendable,” or “Distinguished” evaluation after one year on the Near-Term Professional Development Plan or up to two additional years on the Comprehensive Professional Development Plan, that faculty member's formal participation in the Professional Development Plan is over. The faculty member may, however, request a continuation of counseling and other services from the Department or the Dean.

2. **Unsatisfactory Completion.** If the faculty member is unable to achieve a “Satisfactory” evaluation after one year on the Near-Term Professional Development Plan and two years on the Comprehensive Professional Development Plan, the Department Chair and Department PAC will recommend to the dean one of two outcomes for the faculty member:

(a) **One additional year** in the Comprehensive Professional Development Plan. This recommendation shall be made only when the Department Chair and Department PAC agree that the faculty member has made significant professional progress and has a reasonable likelihood of
achieving a "satisfactory" evaluation by the next annual performance evaluation period. If the Dean concurs that evidence exists to support the conclusion, the Dean may recommend a third year in the Comprehensive Professional Development Plan. At the end of the one-year extension, the Chair and Departmental PAC will recommend either "satisfactory completion has occurred" or “termination for cause.”

(b) Termination for Cause. This recommendation shall be made to the Dean by the Department Chair and Department PAC, such recommendation being based upon an inference of professional incompetence or gross neglect of academic responsibility. The burden of proof in such cases rests with the University, and both due process for dismissal and clear procedures for grievances are provided the affected faculty member.

X. Lecturer Guidelines: Lecturers are primarily responsible for teaching courses and maintaining currency in their field of instruction. Their duties may also include student advising and/or meeting other student-related responsibilities, program development, service, professional development, or other responsibilities. Lecturers are appointed to one of the following classifications: Lecturer, Senior Lecturer, or Principal Lecturer. Lecturers are not eligible to participate in the University’s tenure system. Lecturers are not eligible to vote in decisions relating to the hiring or the review process of tenured and tenure-track faculty. Lecturers are eligible to serve on the college undergraduate curriculum committee as elected and/or appointed members. Lecturers are not eligible to serve on the College Graduate Curriculum Committee, Faculty Council, or Personnel Affairs Committee.

In the Department of Philosophy and Religion Studies, Lecturers are classified as Ancillary Faculty and, as such, are not eligible to vote in departmental faculty meetings or to serve on departmental committees.

A. Lecturer Ranks

1. Lecturer: To be eligible to hold the rank of Lecturer, the candidate must demonstrate effectiveness in teaching, or in the case of a new appointment, show promise of effectiveness if the candidate has no prior teaching experience. In circumstances in which the Lecturer will be performing tasks other than teaching, the candidate must demonstrate effectiveness or promise in the performance of such tasks. Lecturer appointment contracts may be for one to three years. All contracts are renewed annually.

2. Senior Lecturer: To be eligible hold the rank of Senior Lecturer, the candidate must have a record of substantial and continued effectiveness in teaching and have the equivalent of three years (six semesters) of college-level teaching and/or equivalent professional experience. In circumstances in which the Senior Lecturer will be performing tasks other than teaching, the candidate must demonstrate effectiveness or promise in the performance of such tasks. Full-time Senior Lecturers may be eligible to apply for development leave and certain travel funds and grants if they meet the requirements of the University, College, and Department. Senior Lecturer appointment contracts may be for one to three years. All contracts are renewed annually.

3. Principal Lecturer: To be eligible to hold the rank of Principal Lecturer, the candidate must have a record of sustained excellence in teaching and have the equivalent of five years (10 semesters) of college-level teaching including at least two years (four semesters) while holding the rank of Senior Lecturer, and/or the equivalent professional experience. In circumstances in which the Principal Lecturer will be performing tasks other than teaching, the candidate must
demonstrate effectiveness or promise in performance of such tasks. Full-time Principal Lecturers may be eligible to apply for development leave and certain travel funds and grants if they meet requirements of the University, College, and Department. Principal Lecturer appointment contracts may be for one to five years. All contracts are renewed annually.

B. Lecturer Qualifications: At a minimum, lecturers must meet the Southern Association of Colleges and Schools (SACS) requirements of an earned Master’s degree with a minimum of 18 graduate semester hours in the discipline in which they are to teach, and/or certification, licensing, or equivalent professional experience. The Department of Philosophy and Religion Studies gives preference to candidates for Lecturer in the Department who have earned a Ph.D.

C. Terms of Appointment: Lecturers may hold full- or part-time appointments of one or multiple years that are renewed pending the departmental annual review process and resource availability. However, there shall be no expectation of continued employment beyond the end of the current appointment period.

Multi-year lecturers are in a temporary, non-tenurable one-year contract with a three to five year commitment to renew at the option of UNT. The multi-year commitment is reviewed and renewed annually. This process provides an opportunity for termination during the multi-year term if needed.

D. Search/Hiring Procedures: The search requirements and procedures for one-year Lecturer appointments follow the same format as a tenure-track search except that advertisement may be limited to within the State for a minimum of five workings days, and the diversity advisory representative, external-departmental member, and student representative are not required.

A one-year appointment Lecturer cannot be placed in a multi-year appointment without a new search for the multi-year appointment.

The search requirements and procedures for multi-year lecturer appointments follow the same format as a tenure-track search. The university and college will reimburse the departments for these searches following the lecturer search reimbursement rates. Reappointment, additional terms, and/or promotion offer letters will be initiated on an annual basis, based on the evaluation recommendation. Reappointment, additional terms, or promotion will not require a new search process.

E. Evaluation Procedures: Lecturers (one-year and multi-year) will be evaluated annually by the PAC with recommendations for renewal and/or promotion made to the Chair. Lecturers’ annual update/dossier shall be tailored to their specific duties. To meet the criteria and standards of performance for promotion within the Lecturer ranks, a candidate must have taught for three years (6 semesters) and demonstrate a record of accomplishment in all areas of the lecturer’s responsibility.

F. Performance Standards:

1. Teaching:

(a) Superior Performance Criteria: Lecturers whose teaching performance demonstrates continuous, sustained, and significant contribution to the education of students in all forms of pedagogy and instruction are deemed superior or excellent. Superior performance includes both
an increase in the quality and quantity of instructional dedication and effectiveness in the Department, the College, and the University, as evidenced, inter alia, by the receipt of teaching awards; superior mentoring; a rich diversity of course creation, preparation and innovation; publication of pedagogical material; and additional teacher training; and conference attendance.

(b) Minimum Performance Standards: Lecturers will demonstrate competence in all their teaching related activities. Instructional competency must be demonstrated with respect to the following activities:

Classroom Performance: Lecturers will attend their classes (barring an urgent personal obligation or off-campus, professional, or university-related activity); utilize adequate instructional materials; and provide quality instruction, which entails coming to class prepared, coverage of germane and current material, and the utilization of suitable measures of student performance.

Office Hours: During semesters in which Lecturers are teaching, they will maintain at least three office hours per week and be reasonably available to students during normal working hours.

Course Preparations: Lecturers will provide a diversity of course offerings, based on the needs of the department and an individual’s given area of expertise; teach the expected number of courses given an individual’s workload distribution; and offer independent readings courses and supervise internships based on the needs of the department, student demand, and an individual’s given area of expertise, and current number of advisees.

Assessment: Lecturers will complete all assessment and evaluation work for their classes.

UNT Policies: Lecturers will comply with all UNT Policies related to teaching and appropriate classroom behavior.

2. Service:

(a) Superior Performance Criteria: Lecturers who take on responsibilities that exceed minimum requirements are deemed superior or excellent if they show a continuous, sustained, and significant contribution to departmental committees and offices, university committees and offices, and community service opportunities and outreach which have professional and development implications. Superior performance includes both an increase in the quality and quantity of leadership in the Department, the College, the University, and the Community.

(b) Minimum Performance Standards: Lecturers fulfill their minimum service responsibilities by serving the Department, College, University, Community, Discipline, and Profession in ways appropriate for Lecturers and consistent with their contractual responsibilities. Lecturers must also abide by all UNT policies, whether sensical or nonsensical, regarding attendance at university functions and events.

3. Other Responsibilities:

(a) Superior Performance Criteria: Lecturers whose performance demonstrates continuous and sustained excellence, above and beyond minimum standards meet the standards of superiority. Establishing a record of superiority will depend on the nature of each Lecturer's responsibilities. For example, in the area of professional development, it may include the sustained publication of published research; in the area of program development, it may include participation in
advancement activities; in the area of advising, it may include evaluations of superiority from students.

(b) Minimum Performance Standards: Other responsibilities include, but are not limited to, student advising and/or meeting other student-related responsibilities, program development, and professional development. Lecturers whose portfolio includes student advising and or other student related responsibilities fulfill their minimum responsibilities by making themselves reasonably available to students during normal business hours; providing guidance to students that is consistent with the policies of the Department, College, and University; providing guidance with respect to career options for majors. Lecturers whose portfolio includes program development fulfill their minimum responsibilities by attending on-campus events that promote the major, reporting the status of the major at Faculty meetings, and, as needed, by making suggestions for program revision to the UCC. Lecturers whose portfolio includes professional development may maintain an active and productive research agenda and/or other related activities, commensurate with their workload. Evidence of an active and productive research agenda will include, but is not limited to, participation in professional conferences and workshops, publication of peer-reviewed articles in academic journals, applying for and receiving research grants, publication of book chapters, and the publication of peer-reviewed books.

G. Promotion Procedures:

1. Teaching: The candidate shall demonstrate excellence in undergraduate teaching, as reflected in student evaluations and evaluations of teaching materials by departmental peers. Teaching evaluation of Lecturers will include annual classroom observations by members of the PAC. Senior Lecturers will also be subject to classroom observation in the semester prior to an application for promotion to Principal Lecturer.

2. Service: The candidate shall demonstrate a commitment to excellence in service to the department, as reflected in annual departmental evaluations. These evaluations will take into account that lecturers are not eligible to serve on departmental committees, but may have other service obligations.

3. Other responsibilities: The candidate shall demonstrate a commitment to excellence in other areas, such as student advising and/or meeting other student-related responsibilities, program development, professional development, or other responsibilities, as reflected in the terms of the Lecturer’s appointment.

XI. Miscellaneous Policies

A. Missed Classes: Faculty members should attempt to secure a teaching replacement, or otherwise arrange for an organized class, for any section they will be unable to meet due to travel, illness, etc. In no case except emergency or sudden illness should the students be given a “walk.” For any absence from home or campus office, for any purpose, Monday-Friday, exclusive of holidays, during the fall and spring semesters, Faculty must submit a University of North Texas Faculty Application for Approval of Leave (VPAA-150)

B. Evaluation of Instructional Effectiveness: Assessment of the undergraduate program shall include student participation in a capstone seminar, exit interviews by the DUGS, and periodic surveys of former graduates. Assessment of the graduate program shall include oral examinations and/or thesis defense, exit interviews by the DGS, and periodic surveys of former graduates. The DUGS and DGS shall refer results to the appropriate committees, normally the
Executive Committee, UCC, or the GCC, for deliberation and recommendations to the
Department, serving as a committee of the whole, for policy changes.

C. **Travel Funds**: Travel not funded by external grants is funded primarily by the Provost. The Department is required to contribute $100 per trip as a condition of receiving Supplemental Travel funds from the Provost.

1. The following travel activities are fundable from internal (Departmental and University) sources:

   (a) paper presentations before national or international professional groups;
   (b) panel membership at national or international professional meetings;
   (c) respondent to a paper at a national or international professional meeting;
   (d) travel to fulfill duties as an officer in a national or international professional society, or travel to attend seminars;
   (e) meetings with prospective co-PIs and Senior Personnel pursuant to a grant proposal;
   (f) etc.

2. Faculty may petition the Provost for Supplemental Travel Funds by submitting a Supplemental Travel Request form.

3. Faculty must submit a Request to Travel (rtt) form in advance of travel, in order to receive reimbursement, whether from the Department or Provost. (If an absence from campus duties is ensuant to travel, an Application for Approval of Leave (VPAA-150) must also be submitted.)