

## **Department of Philosophy & Religion, Promotion & Tenure Guidelines**

### **VII. Guidelines for Tenure and Promotion:**

The Personnel Affairs Committee (PAC) shall consider and recommend individuals for promotion and tenure in accordance with the guidelines found in the University Policy Manual (6.004). Tenure and promotion in the Department involve evaluation in three areas : research, teaching, and service. Research is of primary importance, teaching somewhat less, and service less still. The Department will also take collegiality into consideration.

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

1. Research: The Department considers a wide variety of accomplishments 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, audio and video productions, web pages, and other new media. 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 starting at the mid-term (three-year) evaluation.

Keeping in mind that quality can trump quantity the applicant for promotion to Associate Professor with tenure should have eight journal articles or chapters in books or the equivalent thereof, or a book and two publication at the start of the candidate's sixth year. Work produced at other institutions will also be considered, but the emphasis will be placed upon work accomplished while at UNT.

The publication of a single-authored book will be deemed the equivalent of five to seven publications, depending on the length of the book and/or committee's judgment of quality. An edited volume will be deemed the equivalent of two to four articles, depending on the length of the book and/or committee's judgment of quality. Participation in refereed conferences and as an invited speaker will also be considered in the tenure review process.

The Department recognizes that the quality of different venues (e.g., journals and book publishers) may vary over time. Qualitative assessments will be made, then, by taking into account several considerations, such as, external expert reviewers, acceptance rates (preferably 15% or less for a first tier venue), and the timeliness of the work.

2. Teaching: Develop a record of high-quality teaching responsive to the educational needs of students. The candidate must excel in both graduate and undergraduate courses. Any deficiencies in the area of teaching noted at any point in the probationary period must be resolved by the time of the tenure decision.

3. Service: Develop a record of high-quality service consistent in quantity with the candidate's workload assignments and attentive to departmental needs as determined by

the chair and the PAC. The candidate must show that he or she is a reliable departmental citizen, someone who is willing to serve on committees, tend to the curricular and scheduling needs of the department, and work amicably with others. Service activities might include involvement in interdisciplinary and collaborative projects aimed at applying philosophy within the context of other scholarly, scientific, professional and community activities.

***B. Promotion to Professor:*** Candidates for Professor must demonstrate sustained excellence in research, teaching, and service.

The candidate for promotion to Professor is expected to meet and exceed the standards required for tenure and promotion to Associate Professor. Indications of the candidate's regional and (inter)national reputation and of his or her contribution to research and scholarship, may include participation in conferences, workshops, and scholarly meetings, as well as invited lectures to other academic institutions. Invited public lectures and non-academic engagements may also be considered.

The candidate should have participated effectively in Departmental, College, and University service. Significant participation in regional, national, and international organizations and scholarly societies related to the candidate's specialty will also be favorably considered.

***C. Tenure and Promotion Procedures:*** Candidates for tenure will be evaluated each year by the department PAC; the third year review will be more extensive and formal (see University policy for further information regarding this review process). The College of Liberal Arts and Social 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 the department Chair. The Chair will make an independent report for or against tenuring and/or promoting the candidate. The Chair's report will be made available to the PAC. If necessary the two will meet to reach an accord. Both recommendations, including their justificatory narrative, will be forwarded to the Dean of the College of Liberal Arts and Social Sciences.

Grievance procedures for tenure and promotion cases in the Department of Philosophy and Religion will follow the stages and timelines laid out in the CLASS Promotion and Tenure Guidelines. A candidate who is under consideration to receive a negative recommendation from either the departmental committee, the chair, the college PAC or the dean has the right to meet with the chair of the committee, departmental chair and/or dean to discuss the decision. The meeting must take place within five (5) business days upon notification of the decision under consideration.

If a negative recommendation is made at any level, the candidate has the right to insert a letter of dissent disputing this recommendation before the dossier is transmitted to the chair, college, or provost's office. The candidate has three (3) business days after notification of the negative recommendation to provide the letter for placement in the dossier.

**X. Lecturer Guidelines:** Lecturers are primarily responsible for teaching courses. Their duties may also include student advising and/or meeting other student-related responsibilities, program development, service, or professional development. 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 some college and university committees as elected and/or appointed members..

#### **A. Lecturer Ranks**

1. **Lecturer:** Lecturer appointment contracts may be for one to three years. Lecturers may be eligible to apply for travel funds and grants if they meet university, college, and departmental requirements. All contracts are renewed annually.

2. **Senior Lecturer:** After three years, lecturers are eligible for promotion to Senior Lecturer. Senior Lecturer will receive a standard increase in base salary at the time the new rank appointment begins. Senior Lecturers may be eligible to apply for development leave and certain travel funds and grants if they meet university, college, and departmental requirements. Appointment contracts may be for one to five years. All contracts are renewed annually.

3. **Principal Lecturer:** After four years, Senior Lecturers are eligible for promotion to Principal Lecturer. Principal Lecturers will receive a standard increase in base salary at the time the new rank appointment begins. Principal Lecturers may be eligible to apply for development leave and certain travel funds and grants if they meet university, college, and departmental requirements. 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 gives preference to candidates who have earned a Ph.D.

**C. 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. The recommendation/evaluation process must consist of narrative and numerical analysis. Lecturers' annual update/dossier shall be tailored to their specific duties.

**D. Promotion Procedures:** Promotion to the rank of Senior or Principal Lecturer will be based on letters of recommendation by the department PAC and the department chair. The standards for promotion are, a) quality of teaching; b) quality of service; c) collegiality; d)

evidence of leadership; and e) professional growth and development. Candidates for promotion must demonstrate excellence in each of these areas.

Grievance procedures for promotion cases will follow the stages and timelines laid out in the CLASS Promotion and Tenure Guidelines. A candidate who is under consideration to receive a negative recommendation from either the departmental committee, the chair, the college PAC or the dean has the right to meet with the chair of the committee, departmental chair and/or dean to discuss the decision. The meeting must take place within five (5) business days upon notification of the decision under consideration.

If a negative recommendation is made at any level, the candidate has the right to insert a letter of dissent disputing this recommendation before the dossier is transmitted to the chair, college, or provost's office. The candidate has three (3) business days after notification of the negative recommendation to provide the letter for placement in the dossier.