

College of Arts and Sciences

- **Role of the Department Chair**

Normally the Department Chair is responsible for administering the tenure and promotion process at the department level. The Chair assembles the Department's part of the dossier. The Department Chair presides over the meeting of the departmental faculty who evaluate the candidate and votes with tenured faculty for tenure candidates and candidates for promotion to associate professor.

Besides this formal third-year review, tenured faculty will evaluate non-tenured faculty annually, and their evaluation will be conveyed in writing by the Chair to non-tenured faculty. In addition, tenured associate professors will also receive an annual review in writing from the Chair of the Department.

- **Dossier**

Candidates for tenure and promotion should follow the guidelines for preparation of the dossier that are presented in the College of Arts and Sciences Rank and Tenure Procedures, II.A.6.4-5. The Department will prepare its own part of the dossier in accord with the procedures described on II.A.6.5-6.

II. CRITERIA

In order to assess the quality of the candidate's research, the Chair of the Department will solicit six letters of evaluation from those renowned in the field. Some of these will be chosen from a list of names that the candidate submits to the Chair, although the Chair is free to solicit additional letters. By February of the year when the candidate will formally apply for promotion (usually in the following fall), the Chair will forward to those who have been selected to evaluate the candidate a covering letter, a curriculum vitae, the candidate's description of his or her research agenda, and copies of the candidate's publications.

Secondary evidence of scholarship and research includes presentations at professional meetings, presentations in colloquia, book reviews, and prepublication editorial reviews. It is also expected that faculty members will maintain active membership in professional organizations. This involvement might be demonstrated by appearing on at least one national professional program (as lecturer, panelist, commentator, or chair) every two or three years. Furthermore, scholarly activity may be demonstrated by doing referee work for granting agencies, presses, or journals, including the Department's journal, *The Modern Schoolman*. It is understood that such scholarly activity on behalf of organizations within the profession will vary a good deal from faculty member to faculty member and from time to time. Finally, although grant opportunities are comparatively limited in philosophy, all faculty members are expected to be alert to the possibility of

The same guidelines apply for the promotion from associate professor to professor, assuming, however, significant progress in the number and quality of publications, continued excellence in teaching, and service to the University, College, and the Department. The quality of the