

MISSOURI STATE UNIVERSITY

PERIODIC REVIEW OF REAPPOINTMENT (OR RENEWAL OF CONTRACT),
TENURE, PROMOTION GUIDELINES

DEPARTMENT: Philosophy
COLLEGE: College of Humanities + Public Affairs
SEMESTER/YEAR OF CURRENT REVIEW: Fall 2018
SEMESTER/YEAR OF NEXT REQUIRED REVIEW: Summer 2021

DEPARTMENT ADOPTION SIGNATURES:

[Signature] 9/4/18
Department Personnel Committee Chair Date
[Signature] 9/4/18
Department Head Date

APPROVAL SIGNATURES:

[Signature] 9-4-18
Dean Date
[Signature] 9-11-18
Provost Date

THIS PLAN IS IN EFFECT FROM FALL 2018, THROUGH SUMMER 2021.

PHILOSOPHY DEPARTMENT

FACULTY EVALUATION PLAN

Fall 2007

Reviewed March 2012

Revised September 2012

Revised October 2015

Revised August 2018

Faculty participate in five separate, but interrelated, evaluative processes: (1) a regular performance review by the department head, (2) a special assessment of tenure progress during the probationary period, (3) review of application for annual appointment (for untenured, ranked faculty only), (4) review of application for tenure, (5) review of application for promotion.

Regular Performance Reviews

Every spring, faculty will discuss with the department head (1) the results of prior performance and (2) objectives for forthcoming performance. Where progressive performance expectations are pertinent, these will be specifically addressed. The results of this meeting will be summarized in writing and placed in the departmental personnel file, with copies provided to the faculty member and the departmental personnel committee as required for its promotion or tenure recommendations. These summaries will form a basis for subsequent reviews, for reviews regarding progress toward promotion or tenure, and for recommendations concerning promotion, tenure, and annual appointment.

1. Review for Tenure Eligible Probationary Faculty

During each year of the probationary period, the department head and personnel committee will conduct independent reviews and specify to probationary faculty, in writing, one of the following three outcomes:

- a) that progress toward tenure is satisfactory;
- b) that progress toward tenure is not entirely satisfactory, identifying areas for improvement and providing specific suggestions; or
- c) that progress toward tenure is unsatisfactory, providing specific rationale.

This review will constitute that year's regular performance review for the probationary faculty member. Copies will be maintained by the department and forwarded to the Dean, who also will conduct an annual review of probationary faculty.

2. Process for Annual Appointments

Annual reviews and recommendations of appointment for untenured, ranked faculty will be conducted according to the Faculty Evaluation Calendar issued by the Provost's Office. Candidates shall initiate the annual appointment process, submitting relevant materials to the chair of the departmental committee at a date specified by the Personnel Committee. The committee will make the initial recommendation and forward it to the department head, who will then add his/her recommendation and forward both to the dean. The head shall not be a participant in the voting or deliberations of the Personnel Committee. Copies of the Committee's, head's, and dean's recommendations shall be provided to the candidate, who must sign all the recommendations before forwarding can occur.

3. Applications for Promotion and Tenure

Tenure and promotion policy at MSU is established by the University Board of Governors. The general guidelines are set forth in the MSU Faculty Handbook. Relevant sections of the Handbook are Section 3 (“Academic Personnel Policies”), and Section 4 (“Faculty Evaluation”).

The Philosophy Department recognizes that individual faculty members have unique strengths and attempts to evaluate each faculty member's contributions to the department. Nevertheless all faculty members are expected to contribute to the work of the department and the university in the areas of teaching, research, and service. Senior faculty should provide leadership in these areas.

I. TENURE

Tenure is defined in the Handbook as a status granted by the University to a ranked faculty member protecting him or her from arbitrary dismissal. General requirements for tenure, including required years of service at specific ranks, can also be found in the Faculty Handbook.

Positive recommendations for tenure by the Philosophy Department are based upon sustained effectiveness, appropriate to rank, in teaching, service, and research. Effectiveness in teaching can be demonstrated through a number of measures, including: (a) Teaching Observation Reports, performed by tenured Faculty (and, *if desired by the faculty member*), specialists at the Faculty Center for Teaching and Learning; (b) scores and comments on student course evaluations; (c) evaluation of course syllabi and exams in the Portfolio; (d) student rates of withdrawal from courses; and (e) grade distributions. (These items are described in more detail in the appendix at the end of this document.) New course development may also be relevant to the evaluation of Teaching. The research requirement should include publications appropriate to the discipline (normally at least four refereed articles) or comparable scholarly attainments. Service should typically involve participation in Departmental, College, and University Committees and may also include philanthropic work and intellectual service to the profession (e.g., as a manuscript reviewer) or to the public (e.g., participation in media discussions).

Faculty should not assume a rating of “satisfactory” in annual pay-for-performance reviews is equivalent to satisfactory progress towards tenure.

II. PROMOTION

A. From Instructor to Senior Instructor

An Instructor is minimally qualified for consideration for promotion to the Senior Instructor rank at the end of five years of experience equivalent to academic service to MSU including at least three years in the rank of Instructor. In addition to meeting years-of-service requirements, those seeking promotion must have demonstrated sustained effectiveness in teaching and service during their years as an Instructor. Faculty should not assume that meritorious ratings in annual pay-for-performance reviews suffice to fulfill the requirements for promotion.

B. From Assistant Professor to Associate Professor

An Assistant Professor with a terminal degree is minimally qualified for consideration for promotion to the Associate Professor rank at the end of five years of experience equivalent to academic service to MSU including at least three years in the rank of Assistant Professor. In addition to meeting years-of-service requirements, those seeking promotion must have demonstrated sustained effectiveness in teaching, research, and service during their years as an Assistant Professor. Faculty should not assume a rating of “satisfactory” in annual pay-for-performance reviews is equivalent to satisfactory progress towards promotion.

Assistant Professors normally apply for tenure and promotion in their sixth year of probationary status at MSU, excepting those circumstances where the Provost has granted a temporary stopping of the tenure clock. Individuals

with exceptional records of accomplishments may apply for tenure and promotion in their fourth or fifth year. The earliest any Assistant Professor may apply for tenure and promotion is during the third year of probationary status at Missouri State. (Policy in Effect for Promotion: faculty applying for tenure and promotion concurrently have the option of using the promotion criteria in effect at the time of their hiring, or a more recent version.)

Sustained effectiveness in teaching means that the candidate for promotion to Associate Professor: (a) has met the minimum requirements of all faculty at MSU as set out in the Faculty Handbook, Section 3, and moreover (b) has shown excellence in teaching as evidenced by (1) Teaching Observation Reports, performed by tenured Faculty and, if desired by the faculty member, specialists at the Faculty Center for Teaching and Learning; (2) scores and comments on student course evaluations; (3) evaluation of course syllabi and exams in the Portfolio (described in the appendix at the end of this document); (4) student rates of withdrawal from courses; (5) grade distributions; and (6) new course development (where applicable).

Sustained effectiveness in research means to the Philosophy Department the publication of at least four refereed articles appropriate to the discipline, or by comparable attainments, as determined by the Department's Personnel Committee and Department Head.

Sustained effectiveness in service means to the Philosophy Department that the candidate for promotion has contributed effectively (as determined by annual evaluations) to, collectively, the work of department, college, university, and professional philosophy. Service may also include philanthropic work and intellectual service to the public (e.g., participation in media discussions).

D. From Associate Professor to Professor

An Associate Professor with a terminal degree is minimally eligible for consideration for promotion to Professor during the fifth year in the rank of Associate Professor. Promotion to the rank of Professor will be based on excellent performance in the areas of teaching, research, and service. Faculty should not assume a rating of "satisfactory" in annual pay-for-performance reviews is equivalent to satisfactory progress towards promotion.

Excellent performance in teaching means to the Philosophy Department that the candidate for promotion (a) has continued to meet at a high level the requirements of all faculty at MSU, as set out in the Faculty Handbook, and (b) has shown excellence in teaching as evidenced by (1) Teaching Observation Reports, performed by tenured Faculty and, if desired by the faculty member, specialists at the Faculty Center for Teaching and Learning; (2) scores and comments on student course evaluations; (3) evaluation of course syllabi and exams in the Portfolio (described in the appendix at the end of this document); (4) student rates of withdrawal from courses; (5) grade distributions; and (4) new course development (where applicable).

Excellent performance in research means to the Philosophy Department that the candidate for promotion has shown an excellent publication record during the time as Associate Professor. Normally, one would have continued one's scholarly output during the time as an Associate Professor by publishing at least four refereed articles appropriate to the discipline, or by comparable attainments, as determined by the Department's Personnel Committee and Department Head.

Excellent performance in service means to the Philosophy Department that the candidate for promotion distinguished him- or herself in his or her overall contribution at the department, college, university, and professional levels. Service may also include philanthropic work and intellectual service to the public (e.g., participation in media discussions).

Revision of Plan

During the annual review of the plan, changes and amendments may be made by majority vote of the ranked faculty in the Department of Philosophy.

Selection of Personnel Committee

The membership of the Personnel Committee shall consist of all eligible tenured faculty, excluding the Department Head.

Recusal from Personnel Committee

In respect of participation in activities of the personnel committee, recusal is the right and duty of parties who think they cannot or should not sit in judgment of a particular party or in particular circumstances; in such cases, departmental faculty should respect acts of recusal at the discretion of recusing parties.

1. Upon declaration of recusal from personnel committee service, one should not attempt in any way to influence judgments to be made by remaining committee members.
2. Once recusal has been declared and effected, one should not resume committee service concerning such parties or circumstances as were its concern unless such resumption of service is acceptable to (i) the party subject to judgment and (ii) other committee members.

Appendix on Evaluation of Teaching for Tenure and Promotion

In its evaluation of teaching, the departmental committee and/or department head will base the evaluation on the following:

1. Student Data

These data must include semester averages of numerical teaching evaluations (which, per the Faculty Handbook, cannot account for more than 50% of the overall evaluation of teaching effectiveness), students' written comments on teaching evaluations, student rates of withdrawal from classes, and grade-assignment data.

2. Portfolio Materials

These must include:

- a. A portfolio of materials used in classes: syllabi, exam sheets, overheads, and other handouts, etc.
- b. Unquantified comments from students about aspects of the course.

3. In-Class Visitation

An individual visiting the class of the teacher will submit an evaluation report. Classroom visitation can be:

- a. by other tenured faculty in the department, in a format agreeable to the parties involved, e.g., announced or unannounced, with post-visitation discussion(s) between the visitor(s) and the teacher if desired.
- b. visitations by professionals (perhaps award-winning teachers) from other departments or colleges, if that is desired by the teacher(s) being evaluated.

The tenure committee shall have the discretion to determine how much weight to give different teaching observation reports. (For example, it may decide to weight reports of unannounced observations more than reports of announced observations.)

4. Self-Evaluation

- a) A short narrative explaining each course taught.
- b) A self-evaluation, including goals cited, and satisfaction and/or dissatisfaction in approximating goals.

The departmental office returns the results of such reviews to any teacher being evaluated in a given year, allowing time for the teacher to respond if desired. The department head then discusses the final version of all the materials with the candidate.