

PHILOSOPHY DEPARTMENT
By-laws and Policies
March 5, 2008

DEPARTMENT BY-LAWS:

1.0 Department Name and Purpose.

1.1 Department Name.

Philosophy Department

1.2 Purpose.

The Philosophy Department provides a broad base of classes, research, and service for the intellectual, ethical, cultural, and professional development of students. The department offers professional expertise in meeting the important educational needs of the region.

2.0 Membership, Meetings, and Voting.

2.1 Membership.

The department consists of part time and full time university appointees, including faculty, academic staff and adjunct members.

2.2 Meetings.

Meetings are scheduled by the Chair or department members as needed and appropriate. Written notifications with agendas are to be distributed at least one week prior to the meetings.

2.3 Voting.

Part time members are not eligible to participate in department governance. Part time members are not entitled to vote on matters that require a department vote, or to serve as voting members on the department's committee of the whole. Full time faculty and academic staff members with departmentally granted faculty status are eligible to participate in department governance, are entitled to vote on matters that require a department vote, and serve as voting members on the department's committee of the whole.

3.0 Operating Rules Including Amending Procedures.

3.1 Operating Rules.

Meetings of the Philosophy Department are conducted in accordance with Robert's Rules of Order, Newly Revised.

3.2 Amendments.

Amendments to these bylaws/policies may be adopted at any department meeting by a simple majority vote of faculty and academic staff with departmentally granted faculty status, following a first reading of the proposed amendments at a previous department meeting.

4.0 Quorum.

For department meetings and committee of the whole meetings, a quorum is defined as a simple majority of the entire voting membership eligible to participate.

5.0 Departmental Responsibilities.

5.1 Teaching.

Members of the Philosophy Department are expected to stay current in their subject matter, and work to promote and improve student learning. They are further expected to offer additional time to address student questions and concerns by holding office hours. Office hours and other course details should be part of the course syllabi shared with students at the beginning of each semester. In addition, faculty are expected to grade and return student assignments, including examinations, in a timely fashion. Finally, faculty are expected to conduct student evaluation of instruction on a periodic basis.

5.2 Scholarship

Members of the Philosophy Department are expected to develop and maintain an active program of scholarship. The department's definition of scholarly activity includes but is not limited to presentations at professional meetings, scholarly presentations in the discipline, individual/collaborative research as well as at professional meetings.

5.3 Service.

Department members are expected to contribute to the institution, the public, and their profession. This service can take many forms including but not limited to serving on department, college, and university-wide committees, offering lectures and workshops in the community and region, and providing leadership and other participation in the activities of a range of professional societies in the discipline.

6.0 Committees.

6.1 Definition and Identification.

As a result of the size of the department, most committees are committees of the whole and function both as ad hoc and as standing committees. Ad hoc committees include, for example, Search and Screen procedures and Bylaw revision. Standing committees include Salary and Merit, Promotion, Retention, and Tenure, Assessment, Faculty Review and Development, Honors, Curriculum, Diversity, Aesthetics, and Creative Forum.

6.2 Meetings.

All meetings are scheduled as needed.

7.0 Department Chair.

7.1 Selection of the Chair.

Details of the selection process are contained in Faculty Senate Bylaw VII.

7.2 Responsibilities

A complete listing of the chair's responsibilities is contained in Faculty Senate Bylaw VI. These duties include: preparing class schedules and teaching assignments; assisting with curriculum revisions; monitoring the department's operating budget; arranging department meetings; monitoring search and screen activities for department vacancies; evaluating the performance of faculty, academic staff, and classified personnel within the department; preparing the department's annual report; and, representing the department in various university matters.

DEPARTMENT POLICIES

Faculty and Academic Staff Policies

1.0 Hiring Procedures

1.1 Faculty Appointments.

The chair shall consult with the college Dean, members of the department and students in the department concerning the department's programmatic needs. In addition (cf. Faculty Personnel Rules UWS 3.01, 3.02, 3.03 and 3.04, and UWL 3.02, 3.03, and 3.04).

1.2 Academic Staff Appointments.

The chair shall consult with the college Dean, members of the department and students in the department concerning the department's programmatic needs. In addition (cf. Academic Staff Policies and Procedures UWS10.01-10.05, and UWL 10.01-10.05).

2.0 Annual Review

2.1 Evaluation Process.

All faculty and continuing academic staff will be reviewed annually. The areas of review shall be teaching, research, and service. Self evaluation along with student and peer evaluation will form the basis for the annual review. The annual review will be conducted in the spring semester. The chair shall notify each member of the department in a timely fashion the outcome of the evaluation process. This communication will offer an opportunity for goal setting and improvement as necessary. Faculty and academic staff on leave are expected to participate in the evaluation process according to the established timelines. New faculty who begin in the fall semester do not undergo an annual evaluation in that first semester, but instead are reviewed for retention by the end of the third week in the spring semester. (cf. Faculty Personnel Rules UWS 3.05-3.11 and UWL 3.08; and UW-L Employee Handbook). (cf. Academic Staff Policies and Procedures UWS 10.03-10.05 and UWL 10.3 and 10.4; and UWL Employee Handbook).

2.2 Criteria

The criteria used to evaluate faculty and continuing academic staff annual performance are teaching, scholarship and service. The value of these criteria are: Teaching 40%, Scholarship 30%, Service

30%

2.21 Teaching

It is expected that students will be motivated and challenged by well defined expectations, that faculty and academic staff will keep current in their subject areas, and work in a variety of ways to improve their teaching effectiveness. Both student and faculty input will be used to determine teaching effectiveness.

2.22 Scholarship

Faculty and continuing academic staff are expected to maintain an active program of scholarship. A wide range of creative activities count as important scholarship including but not limited to preparing, presenting and/or publishing papers as well as grant proposals and other activities to support teaching, scholarship and service.

2.23 Service

Service may take many forms including service contributions to the department, the university, the profession, and the public. Examples are serving on departmental/university committees, serving as officers for professional societies, and speaking in public forums.

2.3 Appeals

Faculty and continuing academic staff may request a reconsideration of their performance rating. This request must be made in writing within one week of the chair's distribution of performance ratings. The appellants will meet with the chair and/or other faculty members to discuss their evaluation, and within one week of this meeting the chair's final evaluation decision will be communicated, in writing, to the person making the appeal. The chair may similarly appeal his/her performance rating to the committee of the whole.

3.0 Merit Funds

"Merit dollars" will be distributed according to a simple numerical scale. Individual merit ranking will be based upon performance in teaching, scholarship and service for the appropriate academic year. The annual review will be the basis for the distribution of "merit dollars." The Spoto decision is very important with regard to

all salary decisions.

4.0 Tenured Faculty Review and Development

The purpose of tenured faculty review and development is to encourage the positive development of tenured faculty members. The review is formative not summative in nature, and is conducted every five years by the departmental committee of the whole for each tenured faculty member. The person under review in a given year [writes a personal narrative with accompanying documentation and gives a copy to all tenured members of the department. The person under review also] designates the faculty member mainly responsible for the letter to be sent to the Dean. The letter will be signed by all [tenured] members of the department. (cf. UWL Employee Handbook)

5.0 Retention

5.1 Review Process

All tenured members of the department shall have a vote in matters of retention. At least 20 days prior to retention review the department chair will notify each probationary faculty member in writing of the time and date of the review meeting. The chair will also invite candidates to submit copy of all appropriate materials at least 7 days prior to the date of the review. Student evaluation results will be supplied by the chair. Candidates may make oral and/or written presentations at the review meeting.

At least a simple majority [of eligible members] is necessary for a positive retention vote. In case of a non-renewal recommendation, the committee shall prepare written reasons for the decision. These reasons shall be retained in confidence unless requested by the candidate for renewal. Within 7 days of the review meeting, each candidate will be informed in writing by the committee of the results of the retention review.

5.2 Criteria

The committee shall use self, peer, and student evaluation information to evaluate each candidate in the areas of teaching, scholarship, and service.

It is expected that success in teaching, scholarship, and service will continue after a positive retention recommendation.

5.3 Reconsideration

If a non-renewal recommendation is made by the retention committee, the candidate may request reasons for the decision. This request must be made within 10 days of the non-renewal notice. The committee shall supply reasons in writing within 10 days of the request.

If a probationary faculty member wishes a reconsideration of the initial non-renewal recommendation, he/she shall request a meeting in writing within two weeks of the receipt of the written reasons for non-renewal. (cf. Faculty Personnel Rules UWS 3.06-3.11 and UWL 3.06-3.08; and Academic Staff Policies and Procedures UWL 10.3 and 10.4); and UWL EMPLOYEE Handbook).

6.0 Tenure

6.1 Review Process

All tenured members of the department shall have a vote in matters of tenure. At least 20 days prior to tenure review, the department chair will notify each probationary faculty member in writing of the time and date of the review meeting. The chair will also invite candidates to submit copy of all appropriate materials at least 7 days prior to the date of the review. Student evaluation results will be supplied by the chair. Candidates may make oral and/or written presentations at the meeting.

At least a simple majority is necessary for a positive retention vote. In case of a non-renewal recommendation, the committee shall prepare written reasons for the decision. These reasons shall be retained in confidence unless requested by the candidate for renewal. Within 7 days of the review meeting, each candidate will be informed in writing by the committee of the results of the tenure review.

6.2 Criteria

The committee shall use self, peer, and student evaluation information to evaluate each candidate in the areas of teaching, scholarship, and service.

It is expected that success in teaching, scholarship, and service will continue after a positive tenure recommendation.

6.3 Reconsideration

If a non-renewal recommendation is made by the tenure committee, the candidate may request reasons for the decision. This request must be made within 10 days of the non-renewal notice. The committee shall supply reasons in writing within 10 days of the request.

If a probationary faculty member wishes a reconsideration of the initial non-renewal recommendation, he/she shall request a meeting in writing within two weeks of the receipt of the written reasons for non-renewal. (cf. Faculty Personnel Rules UWS 3.06-3.11 and UWL 3.06-3.8; and Academic Staff Policies and Procedures UWL 10.3 and 10.4); and UWL Employee Handbook.

7.0 Promotion

7.1 Review Process

All tenured members of the department shall have a vote in matters of promotion. In the event of there not being at least three department members at a particular rank to vote on promotion to that rank, the department chair, in consultation with the candidate, will add additional members to the promotion committee using outside faculty members from other UW- L departments of that rank to ensure that at least three members of that rank suitable are on the promotion committee.

The department chair will notify in writing faculty members who are eligible for promotion at least 20 days in advance of the promotion consideration meeting. The chair will further provide all eligible faculty with all appropriate promotion forms and timelines concerning the promotion process.

A simple majority is required for a positive promotion recommendation. The results of the vote will be recorded by the chair, and the committee shall prepare written reasons for its recommendations. The committee shall rank the candidates who are recommended for promotion to a given rank. Within 7 days the department chair will notify each candidate of the committee's recommendation.

7.2 Criteria

To be considered for promotion, faculty must meet minimum university criteria. The promotion committee shall use self, peer, and student evaluation information to assess each candidate in the areas of teaching, scholarship, and service.

It is expected that success in teaching, scholarship, and

service will continue after a positive promotion recommendation.

7.3 Reconsideration

Candidates not recommended for promotion may request reasons for the negative decision. This request must be made in writing to the department chair within 7 days of the notice of the committee's recommendation. Within two weeks of receiving the written reasons, a candidate may request, by writing the department chair, reconsideration by the promotion committee. (cf. UW-L Employee Handbook).

8.0 Personnel Related Policies

8.1 Complaints/Grievances

for faculty: (cf. Faculty Personnel Rules UWS 6.01, 6.02 and UW-L 6.01, 6.02; and UW-L Employee Handbook).

for academic staff: (cf. Academic Staff Policies and Procedures UWS 13.01, 13.02 and UW-L 13.01, 13.02; and UW-L Employee Handbook).

8.2 Faculty Status for Academic Staff (cf. Faculty Personnel Rules UWS 3.01)

10.8 Graduate Faculty (cf. "Graduate Faculty Policy," Office of College of Liberal Studies and Office of Provost/Vice Chancellor)

8.4 Leaves of Absence

for faculty (cf. UW-L Employee Handbook).

for classified staff (cf. UW-L Employee Handbook, p. E-3)

for family/medical leave (cf. UW-L Employee Handbook, G-1 and G-2)

8.5 Salary Equity Policy (cf. "CLS Salary Equity Policy," Office of College of Liberal Studies and UWL Faculty Senate Policy on Salary Equity Adjustments, Faculty Senate Office)

8.6 Summer Session

Summer teaching assignments are made on a rotating basis for all full time faculty and academic staff. Special provision

of three consecutive summer teaching assignments will be granted to all faculty and academic staff who declare retirement track status. Such declaration is a one time opportunity.

8.7 Tenure Density (cf. UW-L Employee Handbook).

8.8 Travel Allocation (cf. “College of Liberal Studies Travel Support Policy,” Office of College of Liberal Studies)

8.9 Workload

The departmental workload policy is outlined in significant detail in a communication from the Philosophy faculty to the Dean and the Associate Dean of The College of Liberal Studies entitled “Position Paper: Enrollments, Revenues and the Quality of Student Learning.” The date of this document is February 4, 1997. (cf. UW-L Employee Handbook, “UW-La Crosse Faculty Workload Policy,” “Faculty Load Reports”).

9.0 Classified Staff Policies

9.1 Annual Review of Goals (cf. UW-L Employee Handbook).

10.0 Student Policies

10.1 Evaluation of Instruction

Student evaluation of instruction shall be conducted as necessary and desirable for all teaching faculty and academic staff in the department. (cf. UWS 3.05 and UWL 3.05)

10.2 Advanced Placement

Opportunity is available for student advanced placement for Philosophy 101: Introduction to Logic. Efforts will be made to encourage students to take advantage of this opportunity. (cf. UW-L Undergraduate Catalog)

10.3 Grievances

Students shall present grievances to the department chair for consideration and discussion. In the case of grievance against the chair Philosophy faculty shall hear the student.

10.4 Grade Appeals

Students shall first present their grade appeals to their individual instructors. The department chair shall hear grade appeals in case initial grade appeals with instructors are not satisfactorily resolved. In the case of the chair, Philosophy faculty shall hear unsatisfactorily resolved grade appeals.

10.5 Student Advisory Committee

A Student Advisory Committee to the Chair will be maintained to represent student views as well as to offer input to the departmental assessment plan.

10.6 Student Philosophy Club

A Student Philosophy Club will be maintained as a creative forum for student ideas, presentations, and other activities.

10.7 Departmental Honors Program

A Departmental Honors Program will be available for academically talented Philosophy majors.

10.8 Undergraduate Research

Students will be encouraged to participate in the university's undergraduate research initiative.

10.9 Assessment

Philosophy 496 is a comprehensive and creative assessment vehicle for the major. Other assessment vehicles will be developed as necessary and appropriate.

10.10 Conferences

Faculty/student conferences will be encouraged and supported.