

BYLAWS OF THE DEPARTMENT OF PHILOSOPHY

(revision of October 20, 2020)

PREAMBLE

These Bylaws are instituted by the Department of Philosophy as directed by the College of Arts and Sciences. The Departmental Bylaws are supplemental to the College Bylaws, the Faculty Handbook, the UTK Manual on Faculty Evaluation, and the regulations of the University in general; in the event of conflict, the latter will prevail. Departmental committees are free to make such bylaws of their own as may be compatible with these Departmental Bylaws.

I. GOVERNANCE AND ORGANIZATION

The Department is administered by a Department Head appointed by the Dean of the College of Arts and Sciences in consultation with the faculty of the Department and in accord with College and University guidelines and procedures (e.g., as set forth in the Faculty Handbook) for the appointment of Department Heads. During a search for a new Department Head, tenured and tenure-line faculty are to solicit and consider input from all constituencies in the Department – students, staff, non-tenure-line faculty, and then formally to determine the Departmental recommendation through a vote.

A. DEPARTMENT HEAD

The Head is that member of the faculty who bears primary responsibility for representing the Department to the College and the College to the Department, and is responsible for communication of information within the Department and for the implementation of policies established by the faculty and its committees. This responsibility is combined with the authority to deviate from faculty or committee recommendations when compelled to do so by special circumstances, and to make final decisions regarding teaching assignments, allocations of space, expenditure of Departmental funds, salary recommendations, supervision of office staff, hiring recommendations, and other matters as specified in these Bylaws or in relevant university documents. In addition, the Head is responsible for guiding curricular or degree program requirement proposals through the curriculum and degree program requirement change processes by providing information, statements of objectives, and defense of the need for the proposed change(s) before such groups as the Arts and Sciences Divisional Committees, the Undergraduate and Graduate Councils, and so on.

A.1. ASSOCIATE HEAD

The Associate Head is appointed by the Department Head in consultation with the tenure-line faculty. The Associate Head performs administrative duties (e.g., shepherding curricular proposals through the various College and University approval processes) as delegated by the Head and represents the Department when the Head is unable to do so. When anticipated workload warrants, the Head and Associate Head may agree to a course reduction in the Associate Head's teaching load.

B. DEPARTMENT MEETINGS

The Department holds meetings at regular intervals throughout the regular academic year in order to address matters of concern to the Faculty as they arise. Further meetings may also be called upon the request of three voting members of the Department. Tenure-line faculty

constitute the voting members of the Department on matters concerning hiring, tenure and promotion, the graduate program, and to change the bylaws. The Department Head is to determine, in light of the items on the meeting agenda, which faculty, whether tenure-line or non-tenure-line, and/or staff, may attend a given meeting. In any case, an Agenda will be distributed in advance of the meeting and a Minutes published subsequent to it, and both will be published in a departmental electronic repository. In all departmental meetings, those present shall strive to conduct themselves in accordance with Robert's Rules of Order.

C. QUORUM AND VOTING PRIVILEGES

A quorum at meetings will consist of a majority of the Department members entitled to vote. If the quorum is met, decisions are by majority of those entitled to vote who are present for the vote and not abstaining from the vote, unless otherwise specified. Presence may be physical or by way of video or voice conference.

D. PROCEDURES FOR CHOOSING MEMBERS OF STANDING COMMITTEES

1. A standing committee may be created, altered, or abolished in accordance with the provisions for amending these Bylaws.
2. The standing committees for the Department are: the Head's Advisory Committee, the Graduate Committee, and the Undergraduate Committee.
3. The chairperson and members of the standing committees are appointed by the Head in consultation with the tenure-line faculty. The Head is a member *ex officio* of all standing committees. All tenure-line faculty are expected to make regular contributions to the administration of the Department and its programs through service on standing committees. The Chair of the Graduate Committee serves also as the Director of Graduate Studies. The Chair of the Undergraduate Committee serves also as the Director of Undergraduate Studies.
4. The Directors of Graduate and of Undergraduate Studies are given the opportunity to give a report of their and their respective Committee's activities at the regular meetings at the beginning of each semester (except Summer Semester).
5. All meetings of the Graduate Committee and Undergraduate Committee are open to all tenure-line faculty and announced in advance to all faculty.

II. STANDING COMMITTEES

A. HEAD'S ADVISORY COMMITTEE

The Head's Advisory Committee consists of the Associate Head, Director of Graduate Studies, Director of Undergraduate Studies, and one additional tenure-line faculty member appointed at the start of each academic year by the Head upon recommendation, expressed by a majority vote, of the tenure-line faculty.

The Head's Advisory Committee functions as an Executive Committee, performing the functions of a Committee on Committees, working with the Head to ensure the formulation and

implementation of Departmental policies and programs, and upon request providing advice to the Head on personnel and other matters.

B. GRADUATE COMMITTEE AND DIRECTOR OF GRADUATE STUDIES

The Graduate Committee includes:

1. The Director of Graduate Studies, appointed by the Head and serving as the Chair of the Committee.
2. At least three additional tenure-line faculty, appointed by the Head upon recommendation of the Head's Advisory Committee. Faculty appointments are for one year, though it is understood that ordinarily faculty may be appointed for up to three consecutive years.
3. An elected representative of the graduate students, to attend meetings when appropriate.

To accommodate the extra service obligations, the Director of Graduate Studies will ordinarily receive, upon approval of the Department Head, a one course per year reduction in her/his ordinary teaching load.

The Graduate Committee's responsibilities include:

1. Initiation of recommended changes in the graduate curriculum and/or degree requirements.
2. Admission of students to the graduate program and recommendations for Graduate Teaching Assistantships and Associateships, and for graduate fellowships.
3. Approval of dissertation and thesis topics and committees.
4. Oversight of evaluation and mentoring of Graduate Teaching Assistants and Associates.
5. Administration of annual award to a graduate student for excellence in teaching as a GTA
6. Oversight of administration of the Comprehensive Examination for the PhD.
7. Recommendation of graduate level course offerings in the course of curriculum planning.
8. Appointment and oversight of Graduate Placement Director.
9. Preparation of necessary or requested studies of (or bearing on) the graduate program.

In matters of curriculum change and change in degree requirements, the tenure-line faculty members of the committee make the final Committee decisions by majority vote. The Director of Graduate Studies sees to it that these recommendations are taken to the department as a whole for approval. If approved, the Department Head sees to it that the corresponding proposals are put before the appropriate curriculum review groups within the College.

C. UNDERGRADUATE COMMITTEE AND DIRECTOR OF UNDERGRADUATE STUDIES

The Undergraduate Committee includes:

1. The Director of Undergraduate Studies, appointed by the Head and serving as the Chair of the Committee.
2. At least three additional tenure-line faculty, appointed by the Head upon recommendation of the Head's Advisory Committee. Faculty appointments are for one year, though it is understood that ordinarily faculty may be appointed for up to three consecutive years.
3. An elected representative of the undergraduate majors, to attend meetings when appropriate.

To accommodate the extra service obligations, the Director of Undergraduate Studies will ordinarily receive, upon approval of the Department Head, a one course per year reduction in her/his ordinary teaching load.

The Undergraduate Committee's responsibilities include:

1. Initiation of recommended changes in the undergraduate curriculum and/or degree requirements.
2. Recommendation for undergraduate scholarships and awards.
3. Oversight of undergraduate programs, including honors programs and major concentrations.
4. Oversight of recruitment, retention, advising, and placement of undergraduate majors.
5. Oversight of administration of the Philosophy Club.
6. Oversight of periodic administration of Major Field Examination and California Critical Thinking Examination.
7. Preparation of necessary or requested studies of (or bearing on) the undergraduate program.

III. RESPONSIBILITIES OF TENURE-LINE FACULTY

Each faculty member engages in annual performance-and-planning reviews with the Head. These reviews are a central element in decisions on salary, tenure and promotion, retention of non-tenured faculty, and teaching loads. It is the responsibility of the faculty member to be aware of the criteria relevant to his or her situation. It is also the responsibility of the faculty member to prepare materials to be used in the performance-and-planning reviews; to discuss with the Head, for the purposes of planning, specific strengths and opportunities for improvement in teaching, research/creative achievement, and service; to sign the document summarizing the review in acknowledgement of its receipt (this does not necessarily indicate agreement with its content); to prepare, if appropriate, a written rebuttal and provide a copy to the Head; to consult with the Head to develop a written statement of areas needing attention, if performance is deemed to need improvement; to provide the Head with a written interim progress report of steps taken to improve performance in any areas noted as unsatisfactory.

Faculty members are expected to be engaged in ongoing research agendas with clear goals and output; to teach according to a schedule that normally would fall somewhere between a 4-4 load (four courses per semester) and a 2-2 load, depending on the quantity and quality of research productivity and of professional or other service; to provide oversight and direction of undergraduate and graduate research, including theses and dissertations; and to serve as advisors to undergraduate majors and graduate students in the Department. Faculty members, and to a larger degree tenured faculty members, are expected to participate in such areas of service as Departmental governance and committees, college and university committees and taskforces, and community outreach activities.

In the absence of service appropriately above the minimal level required of all faculty members according to these bylaws, a 4-4 teaching load would normally be assigned to a faculty member with no significant research output and a 3-3 teaching load to a faculty member with no more than a "maintenance" research program as evidenced by a paper published every two or three years. Given the requirements for continuation and eventual granting of tenure, untenured faculty members will normally be assigned a 2-2 teaching load. In the absence of service appropriately above the minimal level required of all faculty members according to these

bylaws, a 2-2 load will also normally be assigned only to a tenured faculty member with an ongoing research program that meets expectations as defined in section IV. The intermediate categories (4-3 and 3-2) are assigned to someone deemed to fall in between these categories. In addition, nothing in this paragraph precludes reduction below the 2-2 level on the basis of extraordinary scholarship or service.

Expectations in these matters are to be considered in the context of a three-year rolling average, excluding family or medical leave, and it is to be understood that serious weight is to be given to quality of research productivity, service, and teaching, as well as to prestige of venues for publication. Naturally, consideration is also to be given to special circumstances, such as serious health problems.

IV. ANNUAL PERFORMANCE AND PLANNING REVIEWS FOR TENURE-LINE FACULTY

As circumstances are relevant, annual performance-and-planning reviews will have a bearing on salary recommendations, tenure and promotion decisions, continuation of non-tenured faculty, and teaching loads. A summary document will be produced by the Head conforming to the instructions and policies and making use of the categories set out by the Provost and Dean of the College.

Particularly since considerations of both quantity and quality are relevant, no description of criteria can be an absolute statement of necessary and sufficient conditions for any particular evaluative assessment in the areas of research, teaching and service, or in any overall assessment. The statements to follow provide only general guidelines to inform the judgment of the Head. The Head will also give due attention, where relevant, to the nature of an individual's response to determinations of the need for improvement in previous reviews.

TEACHING

The Department Head may take under consideration the following factors in their assessment of whether a faculty member meets, exceeds, or falls short of expectations: peer reviews of teaching during the period (if available), relevant student feedback, effectiveness of course syllabi, efforts toward growth as a teacher, responsiveness to developments in the field, employment of innovative techniques, development and teaching of new or innovative courses, advising activity, directing theses or dissertations or serving on thesis or dissertation committees, independent studies, and other teaching activities that go above and beyond officially required course loads.

Peer evaluations of teaching will be completed for both tenure-track and non-tenure-track faculty. These evaluations will be completed by committees of two or three. The date of any classroom observation will be fixed no less than one week in advance, and preferably agreed upon by all parties. The Head's Advisory Committee will decide in advance on a standard set of questions or guidelines in order to elicit self-assessment of instructor's teaching. These may include questions about the instructor's teaching philosophy or teaching narrative, contextualization of student evaluation numbers from recent semesters, reflections on areas of success and strategies for improvement, and effectiveness of syllabi. Effectiveness of syllabi may be understood to cover fulfillment of criteria for classification as Writing

Intensive/Writing Concentration/Oral Communication course, alignment with University policies, appropriateness of assignments, range and diversity of authors, and clarity of expectations for classroom conduct.

RESEARCH ACTIVITY

A faculty member will normally be judged to meet expectations by virtue of publication during the past year of at least one original research paper (or scholarly review of literature comparable in depth and development to an original research paper) in an area of his or her academic activity, or of material roughly equivalent in terms of research effort and impact. Other research efforts and outputs are also relevant, including paper presentations or talks, book reviews, presentations of comments at conferences, and preparation and submission of proposals for funding. Substantial research in progress available for peer review, but not yet published, is also to be considered. Both quantity and quality are relevant, but quality is more important. Judgment should take account, where relevant, of such factors as place of publication or presentation, prestige of invitations, external recognition such as awards, readers' reports, reviews, and any other factors indicative of importance for the field.

SERVICE

A faculty member will normally meet expectations by showing reasonable commitment in time, energy, and thought in conscientious and collegial participation in regular department meetings, departmental committees of which he or she is a member by virtue of the departmental bylaws, the department's system of student advising, and at least a reasonable number of thesis, dissertation and other committees on which he or she is requested to serve. Beyond that, there are various types of service for which faculty are to be rewarded, including service to the College and University through such activities as committee work and membership in other bodies, to the community through various forms of outreach, and to the profession through such things as activity in professional societies and national or international committees, service for journals and presses, chairing of sessions at conferences. Both the quantity and quality of service count, and it is therefore important that service be performed both willingly and well.

Any member of the department taking issue with the evaluations in question is encouraged to make his or her view known to the Dean.

V. RETENTION OF NON-TENURED TENURE-LINE FACULTY

All non-tenured tenure-line faculty will be assigned a mentor from among the tenured faculty. This mentor will endeavor to be informed as to the status of the individual's activities relevant to eventual retention and tenure decisions, and to provide timely and appropriate advice.

Normally, new faculty members are hired with a probationary period of seven years. They must be considered for tenure no later than the sixth year of employment at UTK. With the concurrence of the Head, a probationary faculty member may request to be reviewed early for tenure and promotion. The College and Provost must approve all requests to be reviewed early for tenure and promotion.

Central to retention decisions will be the Annual Performance-and-Planning Reviews, reports to the Head of annual peer observation of teaching, and additional relevant materials.

It is the responsibility of the Head to inform the faculty member of areas of possible deficiency relevant to eventual retention decisions, either as they may come to the fore at the time of a regular review or otherwise.

The Head will recommend retention or non-retention after a vote by the tenured faculty, and the Head will not recommend termination without consulting individually with all faculty of superior rank to the individual in question. Final decision as to the recommendation rests solely with the Head.

If the faculty member is not to be retained beyond the first academic year of service at UTK, he or she must be notified no later than March of that year. If a probationary appointment is to expire during the academic year, the person must be so notified at least three months in advance. If a person is in a second year of service and will not be retained, the notification will be no later than December of that year (or, if the appointment expires during an academic year, the notification will be at least six months in advance). If the person has served two or more years, such notice will be given twelve months before the expiration of the appointment. (Previous service at other institutions is not considered.) The procedure for appeal of a decision to terminate a probationary period is described in the *Faculty Handbook*.

VI. TENURE AND PROMOTION

For considerations of tenure and promotion, the relevant Departmental review committees, advisory to the Head, consist of all the tenured members of the Department and all the members of the Department of higher rank, respectively. In accordance with the guidelines set forth in the *Faculty Handbook*, the faculty member must submit the relevant materials to a subcommittee of the review committee, formed by the Department to review the candidate's file and present the case to the review committee. The subcommittee makes no recommendation, but only presents the data. The subcommittee will also summarize the review committee's discussion of the candidate's record and submit this summary and the faculty vote to the Head, to become part of the candidate's file. The Head will attend the faculty discussion. However, the Head is not to participate in the discussion except to clarify issues and assure that proper procedure is followed.

A. TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

For tenure and promotion to Associate Professor, there must be an overall positive assessment of the candidate in the areas of research, teaching, and service. In addition, the candidate is expected to have published, or to have had accepted for publication, a substantial body of work reflecting a continuous research program during the years counting toward tenure. We understand "substantial" to include considerations of both quality and quantity. Normally, it is expected that the candidate will have had accepted for publication an average of at least one high quality original research article per year, or the equivalent in books and articles.

After full and frank discussion, members of the committee of those eligible to vote (namely, those who are at or above the rank of the position at which tenure will be granted) will vote by

secret ballot, and will be able, if they wish, to provide written comments on strengths or weaknesses of the case for tenure and/or promotion.

A majority vote in favor of tenure or promotion will constitute a positive recommendation on the part of the faculty. However, the vote is advisory to the Head, who submits his or her own recommendation to the Dean with a written summary of his or her judgment. If it differs from that of the committee, the summary must explain the reasons for the differing judgment, and the Head must provide a copy of the summary to the committee. Members of the committee may, individually or collectively, forward a dissenting report to the next level of review.

B. PROMOTION TO FULL PROFESSOR

In addition to continued demonstrated strength in teaching and service, an additional body of published original research or scholarly activity comparable in quantity but normally higher in quality to that required for promotion to Associate Professor is required for promotion to Full Professor.

VII. APPOINTMENT OF NEW TENURE-LINE FACULTY

Upon determination of a need for new tenure-line faculty, and upon authorization to search for candidates, a committee will be appointed by the Head to coordinate the search. The search committee should reflect in its membership considerations of expertise in the area of specialization for the position being filled, diversity across faculty rank, and other aspects of diversity within the Department. The search committee will normally produce a substantially shortened and ranked list of applicants for the position. All of the tenure-line faculty will be given the opportunity to participate in a discussion of that list, as well as of any applicants not included on the list, for the purpose, if deemed in order by the search committee, of recommending a list of candidates to be given an initial screening interview.

The Head will appoint a committee to conduct initial screening interviews, if this is deemed in order. After the initial screening interviews, if any, the screening interview committee will, after consultation with the tenure-line faculty, recommend to the Head a shortened list of candidates for on-campus interview.

The Head has final authority with respect to inviting candidates to campus for interviews. The entire tenure-line faculty will participate in the on-campus interviews. Upon completion of the on-campus interviews, the tenure-line faculty will meet to discuss and rank the candidates and to recommend to the Head a candidate to fill the position. All tenure-line faculty members will be entitled to vote, with the Head taking particular note of the votes of those who are at or above the rank of the position to be filled. The tenure-line faculty vote is advisory only to the Head. The Head has the final responsibility and authority with respect to recommending to the Dean faculty appointments. When so doing, the Head must convey the tenure-line faculty recommendation to the Dean. If the Head recommends a person other than the person recommended by the faculty, then the Head must be prepared to justify so doing to both the Dean and the tenure-line faculty. Just as the Head may decide not to act on the tenure-line faculty's recommendation, so too the Dean may choose not to act on the Head's recommendation.

VIII. NON-TENURE-TRACK FACULTY

A. PRINCIPLES and WORKLOAD

University policies governing the appointment of Non-Tenure-Track (NTT) faculty are outlined in sections 4.1 and 4.2 of the *Faculty Handbook*. NTT faculty in the Philosophy department are appointed on a term-limited basis, usually by academic year, to fill specific needs related to the Department's teaching mission. The appointments are frequently renewable.

Non-Tenure-Track Faculty are typically hired as instructional faculty, and their work is 100% in the teaching function. They typically teach 8 semester courses per year unless otherwise negotiated with the Department. (For purposes of equity, the Department counts 25 students at 3 credit hours as a full course; credit for additional students at additional credit hours is pro-rated accordingly.)

While the Department aims to foster their research, through conference funding when available, research and university service are by default not in the scope of an (unpromoted) Lecturer's responsibilities. NTT faculty may stand promotion to Senior Lecturer and subsequently to Distinguished Lecturer (as provided by the *Faculty Handbook*), although they are not required to do so. Promoted Lecturers, and those preparing for imminent promotion may undertake instruction-related professional development, as well as engage in instruction-related service in and outside the department, and may in consultation with the Head participate in departmental governance. When NTT faculty perform significant service for the unit, it will be compensated via course release(s) and/or extra-service pay.

NTT faculty will be informed annually, in writing, by the department head, of the percentage of effort that they are expected to devote to teaching, service, and professional development that year.

B. ANNUAL REVIEW AND RETENTION

All full-time NTT faculty (teaching 3 courses/semester or more) undergo an Annual Performance and Planning Review, which at a minimum reviews the prior year's accomplishments and establishes appropriate objectives for the coming year (see *Faculty Handbook*, section 4.3). This annual review plays an important role in merit salary increases and promotion. The annual review of NTT faculty is conducted annually each spring, by the Head or designee; it closely resembles the review of tenure-line faculty, but focuses on the workload distribution and responsibilities outlined in the appointment letter (cf. *Faculty Handbook*, section 4.3 and appendix).

The following are general considerations in connection with NTT faculty expectations:

1. Unless otherwise negotiated, the teaching load is 8 courses per academic year.
2. Quality of teaching is expected to be high.
3. Assessment of teaching quality will be based on multiple lines of evidence, including student surveys, review of instructional materials (virtual or otherwise), voluntary student testimonials (where appropriate), instructor self-assessments (optional), and Peer Observation reports on class meetings. These *Peer Assessments of Instruction*, will be conducted by a committee constituted by at minimum 3 members of Department.

4. Peer Assessments of Instruction will be conducted at minimum every third year, and Peer Observations at least every other year.
5. NTT faculty may request a Peer Observation in any year.

The following, among others, are important considerations in Peer Evaluation of teaching:

- Is course content appropriate for course and level?
- Are grading/evaluation techniques appropriate for course level?
- Are teaching methods appropriate, inclusive and effective?

Unpromoted Lecturers undergo retention reviews annually. Promoted NTT faculty undergo retention reviews less frequently. In case of non-retention, every effort should be made to notify the faculty member as soon as possible.

C. PROMOTION OF NON-TENURE-TRACK FACULTY

NTT faculty members holding regular appointments ($\geq 75\%$ - time) are eligible for promotion, as described in the *Faculty Handbook*. Lecturers are eligible for promotion to Senior Lecturer after 5 years in rank; Senior Lecturers are eligible for promotion to Distinguished Lecturer after 3 years in rank. Successful promotions to senior lecturer are recognized with a three-year appointment and a centrally-funded 10% increase to base salary. Successful promotions to distinguished lecturer are recognized with a five-year appointment and a centrally-funded 10% increase to base salary.

NTT faculty who wish to be considered for promotion must submit a portfolio for departmental review. The Head shall make a recommendation regarding promotion to the College. The Head will report on an evaluation of the candidate's dossier by a committee consisting of all tenure-line faculty, plus all NTT faculty holding higher rank than the candidate. This committee will record a vote in favor or against promotion by majority vote; this vote is advisory to the Head.

The following are general expectations in connection with NTT faculty promotion:

1. Senior Lecturers will have a PhD degree, and will have taught a minimum of five years full-time at the rank of lecturer at the time of their promotion.
2. They will provide evidence of outstanding teaching—typically of undergraduate courses—as documented in Peer Assessments of Instruction and annual supervisor or departmental evaluations;
3. They will provide evidence of professional development in teaching and of notable contributions to the university's instructional mission, including one or more of the following: attendance at campus, regional, national, or international meetings directed at improving instruction; development of new courses and/or revision of existing courses; incorporation of innovative course materials of instructional techniques; scholarly or creative work in the scholarship of teaching as well as in the discipline; awards or other recognition for teaching; active and engaged participation in the intellectual life of the department.
4. They may provide evidence of service to the institution, but teaching excellence is the principal criterion.

5. A Senior Lecturer who is a candidate for promotion to Distinguished Lecturer must provide evidence of outstanding contributions and active engagement as described in 3. above.

IX. AMENDMENTS

These Bylaws may be amended by a two thirds vote of the entire tenure-line faculty. Prior to the vote, the proposal to amend must be distributed to all tenure-line faculty at least one week in advance.

Ratified: January, 1978
Last amended: October 20, 2020