

BYLAWS OF THE DEPARTMENT OF PHILOSOPHY MICHIGAN STATE UNIVERSITY

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BYLAWS OF THE DEPARTMENT OF PHILOSOPHY

1. Faculty

1.1 *Composition of the Faculty*

- .1 The *regular faculty* of the Department of Philosophy (“the Department”) shall consist of all persons appointed in the tenure system whose appointments are exclusively or partly in the Department.
- .2 The *temporary faculty* of the Department shall consist of all persons not appointed in the tenure system whose appointments are exclusively or partly in the Department.
- .3 Deans and other administrators who have been appointed from the academic ranks of the Department shall continue to carry an appropriate academic rank and shall be regarded as having status in the regular faculty.
- .4 At the beginning of each academic year the Department Chairperson (“the Chairperson”) shall distribute to all members of the faculty a complete list of the faculty noting whether each individual is a member of the regular or temporary faculty.

1.2 *Appointments to the Faculty*

- .1 The regular faculty shall have delegated authority with regard to all initial appointments of faculty to the tenure system, and changes in status from temporary to regular faculty. They shall be decided by a majority vote of those regular faculty present and voting. Such a vote shall not be taken until a copy of the candidate’s *curriculum vitae* and such other documentation as there may be, has been made available to the members of the regular faculty.
- .2 In cases of hiring temporary faculty, the Chairperson shall consult with the APC and the faculty as time and conditions permit.
- .3 At the time of initial appointment, the Chairperson shall inform the new faculty member in writing of the terms and conditions of employment and of the conditions of reappointment and tenure (§6 below); the Chairperson shall also provide the new faculty member with a copy of the *Bylaws of the Department*; and the url addresses for the *Faculty Handbook*, the *Bylaws for Academic Governance*, and the Code of Teaching Responsibility. See Guidelines (appendix).

2. Student Members

- .1 All undergraduate students who are declared majors in philosophy or who are major preference freshmen or sophomores are undergraduate student members of the Department.
- .2 All graduate students who are graduate degree students in philosophy are graduate student members of the Department.
- .3 At the earliest convenient time in the fall semester, the student members shall furnish to the APC a list of the student representatives to Department committees and to the undergraduate and graduate electoral commissions of the College of Arts and Letters (“the College”), selected by procedures to be determined by the student members. When Department committees form *ad hoc* subcommittees or task forces, parent committees should ensure that graduate student representatives are included, when appropriate.
- .4 The undergraduate and graduate student members shall be encouraged by the faculty to organize an Undergraduate Philosophy Club and a Graduate Philosophy Club whose primary function is discussion of matters of philosophical significance.

3. Executive Officers of the Department

3.1 *Chairperson.* The chief executive officer of the Department shall be designated as the Chairperson.

- 3.1.1 The Chairperson shall be responsible for educational, research, and service programs, budgetary matters, physical facilities, and personnel matters in his or her jurisdiction, taking into account the exceptions and advisory procedures outlined in these bylaws and those of the College and Michigan State University (“the University”).
 - .1 The Chairperson shall seek the participation of those eligible to vote in Department meetings (§4.1.2) in formulating major policy decisions affecting the personnel and the program of the Department.

- .2 When appropriate, the Chairperson shall seek the participation of a standing committee.
- .3 The Chairperson shall seek the participation of the APC in cases where no other appropriate committee exists.

3.1.2 The term of office of the Chairperson shall be five years.

3.1.3 Selection Procedures

3.1.3.1 When the office of the incumbent Chairperson is about to fall vacant, selection shall be initiated during the fall semester preceding the vacancy. In the event that the office should unexpectedly fall vacant, selection shall be initiated two weeks after such vacancy occurs. If a vacancy occurs before a new Chairperson can be selected according to the procedures below, an Acting Chairperson shall be selected by means of procedures §§3.1.3.2.1–3.

3.1.3.2 The regular faculty of the Department shall have shared responsibility with the Dean of the College (“the Dean”) to determine procedures to advise the Dean on the selection of a Chairperson. The chairperson of the APC shall initiate a meeting or series of meetings between the Dean and the faculty members on the APC to determine procedures that are mutually agreeable to the Dean and the faculty of the Department. These shall (subject to the approval of the Dean) contain the following:

- .1 a nomination procedure, whereby candidates from within or outside the Department may be nominated;
- .2 an interview procedure, whereby faculty and representative graduate and undergraduate students shall consult with the Dean concerning the qualifications of the candidates;
- .3 an election procedure, whereby the Department’s preference shall be determined by secret ballot. One ballot shall be sent to each member of the regular faculty, to the Graduate Club, and to the Undergraduate Club.

3.1.4 Review Procedures: The regular faculty shall have shared responsibility with the Dean to determine procedures for review of the Chairperson. The procedure shall be initiated in the second week of classes of the fall semester of the fifth year in the term of office of the incumbent.

- .1 This procedure shall resemble that described in §§3.1.3.1–2.
- .2 If at least half the regular faculty petition the chairperson of the APC to initiate a review of an incumbent Chairperson, the APC shall petition the Dean for a review.

3.1.5 Acting Chairperson

- .1 An Acting Chairperson shall be appointed in the situation described in §3.1.3.1 or when the Chairperson is on leave of more than one semester of the regular academic year.
- .2 The procedure for selecting an Acting Chairperson shall be the same as that described in §3.1.3.1 except that the ballot shall not contain an option for obtaining an Acting Chairperson from outside the Department and, if after a runoff election an Acting Chairperson has not been elected, the Dean shall be asked to appoint an Acting Chairperson.
- .3 If the Chairperson is temporarily incapacitated, on vacation, or on a one-semester leave, the APC shall have responsibility to appoint an Acting Chairperson.
- .4 The APC shall have shared responsibility to designate a person to act for the Department in the temporary absence of the Chairperson.

3.2 *Associate Chairperson and Graduate Program Director (“Associate Chairperson”)*

- .1 The Associate Chairperson has primary responsibility for all graduate student advising and record-keeping and for the Department’s graduate program; chairs the Graduate Committee, and performs other, related functions as arranged with the Chairperson. See Guidelines (appendix).
- .2 The Associate Chairperson’s term of office is three years, renewable.
- .3 The Associate Chairperson is appointed by the Chairperson.

3.3 *Undergraduate Program Director (UPD)*

- .1 Duties are related to the attraction, retention, and certification of undergraduate majors, as arranged with the

- Chairperson. See Guidelines (appendix).
- .2 The UPD's term of office is two years, renewable.
 - .3 The UPD is appointed by the Chairperson.

4. Meetings of the Department

4.1 Composition of the Meetings

- .1 Those eligible to attend Department meetings shall be all members of the faculty both regular and temporary, two undergraduate student members and two graduate student members. Others may attend by invitation of any member, if ratified by the whole.
- .2 Those eligible to vote in Department meetings shall be the regular faculty except those holding full-time administrative positions external to the Department and except on issues where the bylaws stipulate that only tenured faculty may vote. The graduate and undergraduate representatives and the temporary faculty shall be eligible to vote except where the bylaws specifically provide only the regular faculty shall vote.

4.2 *Frequency of Meetings:* Meetings shall be held at least once during each semester of each academic year.

4.3 *Procedure for Calling Meetings:* The meetings shall be called by the Chairperson. Written notice of the meeting and a tentative agenda shall be distributed at least three full class days in advance of the meeting to all those eligible to attend. A written agenda for the meeting shall be distributed one full class day in advance of the meeting.

- .1 In exceptional circumstances, a meeting may be called on shorter notice.
- .2 Additional meetings shall be called by the Chairperson at the written request of four of the faculty.
- .3 Anyone eligible to attend Department meetings may have an item placed on the agenda by informing the Chairperson.

4.4 Conduct of the Meetings

- .1 The Chairperson, or the Acting Chairperson, or in their absence the chairperson of the APC shall preside at Department meetings. In the absence of the Chairperson or Acting Chairperson, and the chairperson of the APC, those present at the meeting shall elect a temporary chairperson.
- .2 Meetings shall be conducted according to the procedures described in *Robert's Rules of Order, Newly Revised*.
- .3 One-half of those eligible to vote and in residence at the time of the meeting (counting joint appointees at the percentage of their appointment in the Department) shall constitute a quorum for all meetings except for meetings for which a different quorum is specified in these bylaws.
- .4 Meetings shall be called to consider and act upon all matters brought to a meeting by the chairperson or APC. The mode of participation shall be that which is specified on the matter in the ascriptions of functions to the standing committees of the Department or otherwise specified in these bylaws. In cases where the mode of participation is not specified in these bylaws, those present and voting shall determine the mode by majority vote.
- .5 Voting shall be by voice or show of hands except where otherwise specified in these bylaws. A secret ballot shall be taken at the request of any member.
- .6 The minutes of all Department meetings shall be distributed to all those eligible to attend, and copies maintained in a master file by front office personnel.
- .7 The numerical results of each vote taken in Department meetings, except those dealing with personnel decisions, shall be recorded in the minutes at the request of any member.

5. Committees of the Department

5.1 Standing Committees

- 5.1.1 Standing committees of the Department shall be established to deal with any area of continuing concern which the faculty regard as of sufficient importance to have a separate committee to advise the Chairperson and assist in the work of that area. Those standing committees required by the *Bylaws for Academic Governance* and the *Bylaws of the College of Arts and Letters* shall also be established.
- 5.1.2 The Chairperson shall be a member *ex officio* of all standing committees. The Chairperson shall normally attend meetings of the standing committees; but the right to vote, to make motions, or to preside shall be

reserved to the regular members of the committees.

- 5.1.3 New standing committees shall be established by amendment to the bylaws.
- 5.1.4 Jointly appointed members of the Department whose appointment in the Department is less than 50 percent may request the APC to exclude them from the list of those eligible for election to standing committees of the Department.
- 5.1.5 There shall be the following standing committees:
 - .1 Promotion, Tenure and Reappointment Committee (PTRC)
 - .2 Advisory Policy Committee (APC)
 - .3 Graduate Committee
 - .4 Academic Environment Committee (AEC)

5.2 General Rules Governing Standing Committees

5.2.1 Composition.

- .1 When a standing committee is first constituted, one-half of the faculty members shall serve a one-year term and one-half shall serve a two-year term, to be determined by lot.
- .2 Faculty members of standing committees shall be appointed or elected from among the permanent members of the faculty for two-year terms with the exceptions noted for specific committees. These members shall not serve more than two successive terms on any one standing committee except as otherwise specified.
- .3 No person shall simultaneously serve as chairperson of two standing committees.
- .4 No person shall serve as a regular member of the PTRC and the APC simultaneously.
- .5 No person shall simultaneously serve as a regular and *ex officio* member of any single standing committee.
- .6 No faculty member shall serve on the PTRC or APC without first serving for one year in the Department.
- .7 Members of the PTRC and the APC shall be ineligible to succeed themselves.
- .8 If a faculty member of a standing committee cannot serve for a period of a semester or more, a replacement shall be elected or appointed for either the period the individual cannot serve or the remainder of the unexpired term, both at the discretion of the APC.
- .9 Subcommittees or *ad hoc* committees of standing committees shall exist at the discretion of the parent committees.

5.2.2 Meetings.

- .1 Each of the standing committees shall meet at least once a semester.
- .2 Each of the standing committees shall have its own chairperson who shall preside at the meetings of that standing committee.
- .3 Meetings of the standing committees can be called by the Chairperson, the chairperson of the committee, or by any two members of the committee.
- .4 Agendas of the meetings shall be posted in advance of the meetings if possible.
- .5 A quorum for meeting of each of the standing committees, except the PTRC, shall consist of one half of the members of the committee.
- .6 Minutes of APC meetings shall be kept and distributed to all faculty and the graduate and undergraduate representatives to the committee. Other standing committees shall report annually to the Department. Master copies shall be kept on file by front office personnel.

5.2.3 Spring Election Cycle

- .1 Early in the spring semester, the APC shall call for preferences from faculty for committee service during the following academic year, and these shall be made available to the faculty.
- .2 At the request of a faculty member who is eligible to stand for election to a standing committee, the APC may withhold that member's name from the ballot or from consideration for appointment to a committee, if the case is made that such election or appointment would constitute unfairly overburdening that faculty member, given other service obligations.
- .3 Elections, in order, shall be PTRC members, chairperson of PTRC, APC members, and chairperson of the APC. All votes shall be conducted by secret written ballot. Chairpersons of the PTRC and

- APC must be tenured members of the faculty, and their terms shall be one year.
- .4 When the elections are complete the faculty members of the APC shall select the faculty members of the remaining committees, and of the University and College committees where there are vacancies (see Guidelines, appendix); and the proposed membership shall then be presented at a Department meeting for approval by majority vote.
 - .5 The faculty members of the standing committees of the Department shall be determined no later than the last week of classes of each spring semester. The term of office begins the following fall semester.
 - .6 After the composition of the various standing committees has been determined, the Chairperson shall distribute a list of the committees' composition to the Department.

5.3 Purpose and Composition of the Several Standing Committees

5.3.1 Promotion, Tenure and Reappointment Committee (PTRC)

- 5.3.1.1 The PTRC shall advise the Chairperson and the Committee of the Whole on personnel matters and policy regarding the promotion, tenure, and reappointment; annual salary increases; alternative workload assignments; and other forms of post-tenure review of regular faculty. The PTRC shall advise the Chairperson in the annual review, if any, of temporary faculty who are entitled to considerations for merit increases and who wish to be considered.
- 5.3.1.2 The PTRC shall follow published procedures in arriving at personnel recommendations. These procedures shall be approved initially by the Committee of the Whole and may not be revised without its approval. Approval shall be by a majority vote of those present at a meeting of the Committee of the Whole.
- 5.3.1.3 The PTRC shall consist of a maximum of five members of the regular faculty. Four shall be elected from among the tenured faculty in a vote of all the regular faculty. A fifth member shall be elected from among the untenured regular faculty in a vote of all the regular faculty if at least one is available to serve.
 - .1 The untenured regular faculty member elected to the PTRC shall participate in discussions, decisions, and recommendations regarding policy issues but not in discussions, decisions, or recommendations involving individual personnel matters.
 - .2 An untenured regular faculty member elected to serve on the PTRC who then receives tenure during the first year of her/his term on the PTRC shall be treated as the untenured representative for the remainder of that year, but must be replaced by a regular untenured faculty member elected by all the regular faculty for the second year of the two year term.
- 5.3.1.4 All tenured members of the PTRC shall determine recommendations on personnel matters by majority vote of the tenured members of the PTRC, excluding the individual under consideration. The Chairperson shall vote in the place of any member of the PTRC who is under consideration.
- 5.3.1.5 All tenured members of the PTRC must be present for action to be taken on personnel matters. For policy matters, a quorum shall consist of at least three fourths of the members of the PTRC.

5.3.2 Advisory Policy Committee (APC)

- .1 The APC shall serve as the Department's committee on committees, supervise elections, and shall advise the Chairperson on matters of educational goals and policy, budgetary policy, administrative policy, teaching assignments, and such other policy matters as the APC or the Chairperson deem appropriate. It shall appoint task forces to develop specific program or curriculum proposals, or solutions to specific problems pertaining to the undergraduate program, curriculum, or major.
- .2 The APC shall be composed of three regular faculty elected at large by the faculty, one undergraduate member, one graduate member; and, serving *ex officio*, the Associate Chairperson and the UPD who are expected to attend at the request of the APC or Chairperson, when items relevant to their responsibilities are discussed, and when they so desire.

5.3.3 Graduate Committee and Placement Director

- .1 The Graduate Committee shall have delegated authority to make nominations for fellowships, scholarships, and traineeships, and other merit-based awards, and to determine the ranked order of in-

house applicants for teaching assistantships. One of its faculty members shall serve with the Chairperson and the Associate Chairperson on the graduate admissions committee.

- .2 Composition. The Graduate Committee shall be composed of two faculty members appointed by the APC, and the Associate Chairperson, who chairs the committee. It shall also have four graduate student members chosen democratically by the graduate students. In the appointment of both the faculty members and the graduate students, care shall be taken to create a membership that is diverse in its range of philosophical interests and expertise and reflects the other demographics of the faculty and graduate students, and to maintain continuity of membership as appropriate.
- .3 When the Graduate Committee deliberates to decide upon individual awards, or the ranking of applicants for teaching assistantships, or for any reason must discuss the work, progress, or situation of any individual graduate student, it shall meet in sessions attended only by faculty members.
- .4 The Graduate Committee shall follow published procedures in arriving at personnel recommendations. These procedures shall be approved initially by the Committee of the Whole and may not be revised without its approval. Approval shall be by a majority vote of those present at a meeting of the Committee of the Whole.
- .5 Faculty shall serve one-year terms on the Graduate Committee. Graduate students may serve one- or two-year terms.
- .6 Placement Director. A member of the faculty shall be appointed by the APC to serve a one-year renewable term as Placement Director. At the discretion of the APC, the Placement Director may or may not also serve on the Graduate Committee, and the position may be shared by more than one faculty member. See Guidelines (appendix).

5.3.5 Academic Environment Committee (AEC)

- .1 The Academic Environment Committee shall have responsibility for maintaining and enhancing the intellectual environment of the Department. See Guidelines (appendix).
- .2 The AEC shall be composed of two members of the faculty appointed by the APC, one of whom the APC shall name as chair. It shall have in addition one graduate and one undergraduate student member. Faculty members of the AEC shall serve one-year renewable terms. Student members may serve one- or two-year terms.

5.4 *Complaints and Grievances*

5.4.1 Student Hearing Committees

- .1 The purpose of the Student Hearing Committees shall be to deal with and attempt to settle and resolve complaints brought by or against students relative to academic and instructional matters, especially those that involve alleged violations of the Code of Teaching Responsibility stated in the *Faculty Handbook*, and student rights and duties described in *Graduate Student Rights and Responsibilities* and the *Academic Freedom Report*.
- .2 The occasion of the formation of a Student Hearing Committee shall be a complaint that the Chairperson has failed to resolve to the mutual satisfaction of all parties; or a complaint made to the Ombudsman which, in his or her opinion, necessitates a hearing.
- .3 A Graduate Student Hearing Committee shall be formed at the request of the Chairperson. It shall consist of three faculty members chosen by the APC from an initial panel of six chosen by lot from among the faculty in residence by the APC; three graduate student members of the Department chosen by lot by the elected officers of the Graduate Philosophy Club (or in the absence of such, chosen by lot by the APC); and the Chairperson, or his or her designated deputy, to act as chairperson.
- .4 An undergraduate Student Hearing Committee shall be formed at the request of the Chairperson. It shall consist of three faculty members chosen by the APC from an initial panel of six chosen by lot from among the faculty in residence by the APC; three undergraduate students chosen by lot by the elected officers of the Undergraduate Philosophy Club (or in the absence of such, chosen by lot by the APC); and the Chairperson, or his or her designated deputy, to act as Chairperson.
- .5 The APC and the student officers of the Graduate or Undergraduate Philosophy Clubs shall take care to avoid conflict of interest in determining the Student Hearing Committees, and shall settle any conflict of interest challenges on the part of the parties to the complaint in accordance with the procedure described in of the Model Academic Unit Grievance Procedure §3.1.2.
- .6 The procedures of the Hearing Committee shall be consistent with §§4.2 and 4.3 of *Graduate Student*

Rights and Responsibilities, with the *Academic Freedom Report*, and with the Code of Teaching Responsibility in the *Faculty Handbook*.

- .7 The decision of the Hearing Committee may be appealed. See the *Academic Freedom Report*, §2.2.8.1, and *Graduate Student Rights and Responsibilities*, §4.

5.4.2 Faculty Grievance Procedure: The Department faculty grievance procedure shall be the *Faculty Grievance Procedure* adopted by the University Committee on Faculty Affairs.

5.5 Ad hoc Committees: The Chairperson in consultation with the APC shall be responsible for establishing *ad hoc* committees. After the Chairperson and APC have agreed to establish an *ad hoc* committee, they shall submit a proposal to establish such a committee and a proposed list of members and a chairperson to a Department meeting for ratification.

6. Promotion, Tenure, Reappointment, and Annual Merit Determinations

6.1 Categories for Evaluation

6.1.1 The three categories to be used in evaluating a member of the Department for promotion, tenure, reappointment, or merit raises shall be teaching, research, and service. Activities in these categories, when undertaken for the direct benefit of external constituencies, are instances of outreach.

- .1 Among the activities to be considered in evaluating teaching performance are: undergraduate or graduate courses or seminars; advising; direction of research; curriculum and course development. Primary importance is to be given to the teaching of courses and seminars and to the direction of research. Teaching in one's areas of philosophical interest to nontraditional students in off-campus venues suited to their schedules, or in noncredit seminars or workshops conducted electronically, count as outreach.
- .2 Among the activities to be considered in evaluating research are: professional publications (especially refereed publications); lectures, colloquia, and symposia for departments, universities, or professional groups and associations. Research outreach is the use of one's philosophical expertise in response to pressing problems identified by external constituencies.
- .3 Among the activities to be considered in evaluating service are: membership on, or chairmanship of, Department, College or University committees; administrative services; professional philosophical activities for learned societies, foundations or journals; administrative services to learned societies, foundations, or journals.

6.1.2 In evaluating a member of the Department who is also a member of another department, College or other unit of the University, the PTRC shall take into account the faculty member's percentage appointment and responsibilities in the other unit.

6.2 Criteria for Promotion, Tenure, and Reappointment

6.2.1 Every candidate for promotion, reappointment and tenure must demonstrate competence in all three categories for evaluation.

6.2.1.1 Competence in teaching requires:

- .1 teaching a range of courses supportive of the Department's curriculum;
- .2 content of courses is consistent with course descriptions;
- .3 courses are well organized, with syllabi and other relevant materials provided to students;
- .4 level of difficulty of courses is appropriate for the level and abilities of the students;
- .5 lectures and discussions are clear, well organized, and informative;
- .6 evaluation of assignments is responsibly carried out and is explained to the students in a timely fashion and, when appropriate, with written comments;
- .7 office hours are scheduled and kept;
- .8 conformity to the Code of Teaching Responsibility.

6.2.1.2 Competence in research requires:

- .1 knowledge of recent scholarly work in some area(s) of philosophy;
- .2 a plan for research with work in progress;
- .3 publications, lectures, colloquia, or symposia that are contributions to the discipline.

6.2.1.3 Competence in service requires: responsibly carrying out the normal assignments of faculty to the service functions of the Department, College, University, or profession.

6.2.2 Reappointment as Assistant Professor (without tenure): A faculty member must demonstrate competence in all three categories for evaluation and definite promise, in the normal time, of being able to meet the requirements for promotion and tenure.

6.2.3 Reappointment as an Assistant Professor with Grant of Tenure: University policy requires a decision on tenure no later than the end of the sixth year in the tenure system.

6.2.4 Promotion of an Assistant Professor with Tenure to Associate Professor, and Reappointment of an Associate Professor with Grant of Tenure: A faculty member must demonstrate competence in all three categories of evaluation, demonstrated by a sustained record since promotion to associate professor:

- .1 research that is significant in quality and quantity, and
- .2 superior classroom performance and important contributions to education in philosophy.

6.2.5 Promotion to Associate Professor with Grant of Tenure: University policy requires a decision on tenure for appointment beyond seven years in the tenure system. Faculty may be recommended for tenure prior to that time. A faculty member must demonstrate competence in all three categories of evaluation, demonstrated by a sustained record since promotion to associate professor:

- .1 research that is significant in quality and quantity, and
- .2 superior classroom performance and important contributions to education in philosophy.

6.2.6 Promotion to Professor: The normal time in rank for promotion shall be five years. Earlier promotion is possible for especially strong candidates. A faculty member must demonstrate competence in all three categories of evaluation, demonstrated by a sustained record since promotion to associate professor:

- .1 research that is significant in quality and quantity, and
- .2 superior classroom performance and important contributions to education in philosophy.

6.3 *Procedures for Promotion, Tenure, and Reappointment*

Preamble: The principle shall be followed that, in all cases of promotion and tenure, eligibility for a departmental vote requires being of the same or higher rank than the position sought.

6.3.1 Information and consultation. Regular faculty shall have the benefit of evaluation from both the Chairperson and the PTRC, through the Chairperson. In addition to consultation integral to the procedures specified below, general consultation shall include at least the following items.

- .1 Annually, following the spring merit determination process (§6.4), the PTRC shall provide a written statement, advisory to the Chairperson, about the progress toward promotion, tenure, or reappointment of all eligible faculty; whenever appropriate, evaluations shall contain constructive and explicit recommendations and clarify expectations of what is needed to make additional scholarly progress in the tenure system (cf. §6.4.3).
- .2 The Chairperson, with the advice of the PTRC, shall annually confer with, and provide a written annual evaluation of, each non-tenured faculty member informing the faculty member of his or her progress toward achieving tenure, including a statement of the member's right to respond.
- .3 The Chairperson, with the advice of the PTRC, shall annually confer with, and provide a written annual evaluation of, all tenured faculty members below the rank of professor individually and inform them of their progress toward promotion, including statements of the members' right to respond.

6.3.2 Steps in the evaluation process.

6.3.2.1 Early in the spring semester, the Chairperson shall consult with faculty due to be reappointed or tenured, or eligible for tenure or promotion, to determine their desire to be considered in the

- following academic year for promotion, tenure, or reappointment.
- 6.3.2.2 The Chairperson shall request all eligible faculty who wish to be considered for promotion or tenure to provide, by the middle of the aforementioned spring semester, the materials to be given to the outside experts and, by the beginning of the next fall semester, all other materials specified under 6.3.2.4.
- .1 The Chairperson shall (in consultation with each individual wishing to be so considered) offer to appoint a senior member of the faculty to provide advice and assistance to the individual in the preparation of materials to be submitted.
 - .2 Individuals who have been unsuccessful candidates for promotion in a given year and who wish to be considered for promotion in the following year may provide the material to be given to the outside experts at a later date to be established by the Chairperson.
- 6.3.2.3 The Chairperson shall request all eligible faculty who wish to be considered for reappointment to provide, by the beginning of the next fall semester, materials specified under §6.3.2.4. The University permits the use of outside experts for reappointment decisions only in rare circumstances.
- 6.3.2.4 Recommendations of the PTRC for promotion, tenure, and reappointment shall be based upon:
- .1 an updated *curriculum vitae*;
 - .2 copies of published books, articles, monographs, book chapters, critical comments and reviews; texts of lectures and colloquia if available; reviews and commentaries on the faculty member's publications; documentation of lectures, colloquia and public talks; and other evidence of research;
 - .3 all teaching evaluations for courses taught in the Department in at least the past three years; representative syllabi, exams and assignments from courses taught in at least the past three years; descriptions of new courses and course innovations; documentation of classroom visitation and of workshops and conferences on teaching; other materials relevant to teaching (for faculty with appointments to other units the materials specified in this section may be submitted for courses taught in the other unit);
 - .4 description of committee service and service to the larger community, including copies of reports and other documents which the individual had a substantial role in producing;
 - .5 performance reviews for the period of the appointment;
 - .6 (for cases of tenure and promotion) reviews of the candidate's contributions to the discipline by at least four outside experts to be chosen by the Chairperson in consultation with the candidate and the PTRC; the Department shall develop, maintain, and publish a set of procedures for selecting the outside experts; and
 - .7 (for cases of tenure and promotion) the completed, standard University Form D.
- 6.3.2.5 In the fall semester, the PTRC shall review all faculty under consideration for promotion, tenure, or reappointment.
- .1 Each person who is being considered for promotion, tenure, or reappointment shall be notified by the Chairperson that he or she is being considered, and shall have the right to appear before the PTRC before it makes a decision in the case.
 - .2 In cases where the PTRC recommends promotion, tenure, or reappointment, its recommendation to that effect shall be placed in the candidate's file and shall be advisory to the Chairperson.
 - .3 In cases where the PTRC decides to recommend not to promote, tenure, or reappoint an individual, the individual shall be informed of the decision prior to its being reported to a meeting of the faculty.
 - .4 If an individual makes a written request for the reasons for not being recommended for promotion, tenure, or reappointment, these shall be provided in writing by the Chairperson.
 - .5 If an individual makes a written request for the opportunity to argue for his or her promotion, tenure, or reappointment and to present evidence, advocates and witnesses, the PTRC shall hold further meetings to review its recommendation.
 - .6 If an individual makes a written request, a negative recommendation by the PTRC shall be submitted to the eligible faculty of the Department in a mailed ballot. Prior to the due date for the ballot, the eligible faculty shall have access to items specified in §6.3.2.4. Should the

vote of the eligible faculty fail to support the recommendation of the PTRC, then that recommendation shall be replaced by a recommendation from the eligible faculty of the Department, written by the chair of the APC, and including an account of all ballots received.

- 6.3.2.6 In the case of faculty primarily appointed in the Department, the PTRC shall submit its positive recommendations on promotion, tenure, and reappointment to the eligible faculty of the Department who shall then vote in a mailed ballot. The files of the candidates shall be available for scrutiny by the eligible faculty except for the confidential letters of recommendation, and the reports of the PTRC. If there are several recommendations, they shall be voted on singly. A majority of the eligible faculty in residence, excluding abstentions, is required to approve a recommendation of the PTRC. The ballots shall be returned and counted one week after being distributed.
- 6.3.2.7 The Chairperson, with the advice of the PTRC and the faculty, and exercising her or his own judgment, shall write a recommendation for each person under consideration for inclusion with the file.
- 6.3.2.8 In the case of joint appointments where recommendations for promotion, tenure and reappointment originate in another unit in which the faculty member holds his or her major appointment, the PTRC may decide to support, oppose, or take no action on the other unit's recommendation. Only in those cases in which the other unit has notified the Chairperson or the chairperson of the PTRC that it is recommending an individual for promotion, tenure or reappointment shall the PTRC report its action to the Committee of the Whole (in accordance with the provisions of §6.3.2.7).

6.4 *Procedures for Annual Merit Determinations*

6.4.1 *Regular Faculty*

- .1 All regular faculty shall make their evaluation materials (as at §§6.3.2.4.1–4, but for the calendar year only) available early in the spring semester, by a date published by the PTRC. These materials shall be available to all faculty.
- .2 The PTRC shall make written recommendations about merit raises for each faculty member to the Chairperson. These recommendations shall be determined by the PTRC's evaluation of faculty members, based on the categories of evaluation (cf. §6.1.1).
- .3 The Chairperson, with the advice of the PTRC, shall annually provide all regular faculty members with written reviews of their overall performance, including statements of the members' right to respond.
- .4 If, after receiving the written review, a faculty member disagrees with its content or chooses to provide additional documentation or comment, the faculty member shall have an opportunity to respond to the review. The written review of the faculty member and the faculty member's response shall be included in the faculty member's unit personnel file.
- .5 The documentation for this written review shall be placed in the faculty member's PTRC file.
- .6 Each faculty member shall have the right to meet in person with the Chairperson or designee after the written review is received.

6.4.2 *Temporary Faculty* who are entitled to consideration for merit increases

- .1 Temporary faculty members who are entitled to consideration for merit increases shall make evaluation materials available early in the spring semester, by a date published by the PTRC. These shall include a copy of the appointment letter, and materials (as at §§6.3.2.4.1–4, but for the calendar year only). Materials shall be available to all faculty.
- .2 The PTRC shall make written evaluations of each such temporary faculty member, including recommendations for merit raises, to the Chairperson. These recommendations shall be determined by the PTRC's evaluation of said faculty members, based on the particular contracts of each, in relation to the Department's criteria for evaluation (cf. §6.1.1.1-3).
- .3 The Chairperson, with the advice of the PTRC, shall annually provide written reviews of their submitted evaluation materials, including statements of the members' right to respond.
- .4 If, after receiving the written review, a temporary faculty member disagrees with its content or chooses to provide additional documentation or comment, the faculty member shall have an

opportunity to respond to the review. The written review of the faculty member and the faculty member's response shall be included in the faculty member's unit personnel file.

- .5 The documentation for this written review shall be placed in the faculty member's PTRC file.
- .6 Each reviewed faculty member shall have the right to meet in person with the Chairperson or designee after the written review is received.

7. Ratification, Amendments, and Interpretation

- .1 Ratification of these bylaws shall be upon approval of two-thirds of the regular faculty and students currently serving as representatives to the Department meetings. Voting shall be by a mailed ballot following a meeting(s) at which the bylaws are discussed and at which submission of the bylaws for ratification was approved by a majority of those present and voting.
- .2 These bylaws shall be effective upon ratification.
- .3 Amendment of these bylaws shall be upon approval of two-thirds of those eligible to vote in Department meetings (counting joint appointees at the percentage of their appointment in the Department), except temporary faculty. Voting shall be by a mailed ballot following a faculty meeting(s) at which submission of the amendment for ratification was approved by a majority of those present and voting.
- .4 The APC shall be the final authority concerning interpretation of these bylaws.

Appendix: Guidelines

Information below was extracted from the Department's bylaws either because it changes frequently, or because it is under the purview of some other University body. These guidelines do not require amendment under the terms of §7 of the *Bylaws of the Department of Philosophy*. Rather, incumbents are expected to help keep the information relevant and current for the benefit of future incumbents.

Information for New Faculty

The Chairperson keeps this current with the help of new members of faculty.

Powers of the Faculty:

The faculty of the Department shall have such powers as are defined by the *Bylaws of the Board of Trustees*, the *Bylaws for Academic Governance*, the *Bylaws of the College of Arts and Letters*, and the *Bylaws of the Department of Philosophy*. The manner of exercising these powers shall be determined by all these bylaws.

Responsibilities of the Faculty:

The responsibilities of the faculty shall be those defined in the *Bylaws of the Board of Trustees*, the *Bylaws for Academic Governance*, the *Bylaws of the College of Arts and Letters*, and the *Bylaws of the Department of Philosophy*.

Rights of the Faculty:

The rights of the faculty shall be those defined in the *Bylaws of the Board of Trustees*, the *Bylaws for Academic Governance*, the *Bylaws of the College of Arts and Letters*, the *Bylaws of the Department of Philosophy*, the Operating Principles of the Tenure System (*Faculty Handbook §IV*), the *Travel Regulations*, and the *Academic Freedom Report* (Article 2.2).

Academic Freedom Report <www.msu.edu/unit/ombud/codehistory.html>

Bylaws for Academic Governance <www.msu.edu/unit/acadgov/bylaws/index.html>

Bylaws of the Board of Trustees <www.msu.edu/dig/DOCUMENTS/bylaws.html>

Bylaws of the College of Arts and Letters

Bylaws of the Department of Philosophy

Faculty Handbook <www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/default.htm>

Graduate Student Rights and Responsibilities <vps.msu.edu/SpLife/grr1.htm>

Travel Regulations <www.ctrl.msu.edu/travel/>

Details of the Responsibilities of the Associate Chairperson

The Associate Chairperson keeps these current.

Advising and Record-keeping duties:

- a. serve as advisor to all M.A. students;
- b. coordinate the formation and guidance committees for Ph.D. students and serve as the resource for guidance committee chairs who are Ph.D. student advisors;
- c. provide annual progress reports to all graduate students;
- d. provide degree certification for all graduate students;
- e. supervise the individual graduate student record-keeping operations in the main office.

Graduate Program responsibilities:

- a. coordinating Graduate Assistant (GA) selection and assignment;
- b. orienting and training GAs;
- c. bringing policy issues to the committee for discussion;
- d. coordinating nominations for graduate student awards;
- e. with the Placement Director, assisting graduates in job-seeking activities;
- f. planning and coordinating graduate student recruitment and admission;
- g. orienting new graduate students.

Other duties:

- a. chairing the Graduate Committee
- b. representing the Department on the College Graduate Committee;
- c. coordinating the administration of the comprehensive examinations;
- d. coordinating the teaching-mentoring program;
- e. consulting with the Department Chairperson on graduate students teaching their own courses.

Details of the Responsibilities of the Undergraduate Program Director (UPD)

The UPD keeps these current.

- a. serves as the Department's representative to the College Curriculum Committee;
- b. serves as faculty advisor to Phi Sigma Tau and the Undergraduate Philosophy Club;
- c. serves as advisor to Honors College majors in philosophy;
- d. provides degree certification for all undergraduates;
- e. evaluates transfer credits;
- f. supervises the individual undergraduate student record-keeping operations in the main office;
- g. oversees recruitment and retention of majors;
- h. serves as "Lead Advisor" as required by the College/University;
- i. administers the Zerby Prize, the Miller/Benjamin Award, the Outstanding Senior Award.

Details of the Responsibilities of the Graduate Placement Director

The Graduate Placement Director keeps these current.

- a. orienting each new cohort of graduate students;
- b. advising individual graduate students about all aspects of jobs in philosophy;
- c. maintaining communication links with all graduate students *via* Web (ANGEL) or newsletter;
- d. assisting job-seekers in the preparation of their dossiers;
- e. checking job-seekers' recommendation letters for irregularities;
- f. arranging mock interviews and mock job talks for candidates;
- g. attending APA meetings where the Department's graduates are seeking jobs;
- h. staying up-to-date with APA statements and statistics about placement;
- i. assisting MSU graduates of previous years who seek new positions;
- j. keeping placement records up-to-date.

Details of the Responsibilities of the Academic Environment Committee

The chairperson of the AEC keeps these current.

- a. arranging and scheduling colloquia and receptions;
- b. responsibility for the Department's library and periodicals;
- c. monitoring the University Library's holdings, policies, etc.
- d. attending to the needs and problems of computer use;
- e. publishing a monthly internal e-mail newsletter;
- f. monitoring of the utilization of common spaces;
- g. provide leadership in the event of the Department's hosting conferences.

*College and University Bodies
that occasionally require representatives or candidates from the Department*

The chairperson of the APC keeps these up-to-date.

College Advisory Council (CAC), meets once a month on Thursdays at 3:00–5:00

- .1 The term of office is two years. No one shall serve more than two consecutive terms.
- .2 The APC shall nominate two or more regular faculty, and election shall be by a plurality of those regular faculty voting.

College Graduate Council (CGC), meets once a month on Thursdays at 3:15–5:00

- .1 The Chairperson of the Graduate Committee shall serve as the Department's elected representative to the College Graduate Council.
- .2 The term of office shall coincide with the term of office of the Chairperson of the Graduate Committee.

College Curriculum Committee

- .1 The UPD shall serve as the Department's elected representative to the College Curriculum Committee.
- .2 The term of office shall coincide with the term of office of the UPD.

Nominations to the Academic Council of the University and Standing Committees of the Academic Council of the University

- .1 The election of College representatives to the Academic Council is established in detail by sections 7.1 to 7.2.1.2 of the *Bylaws of the College of Arts and Letters* 1971.
- .2 The election of College representatives to the standing committees of the Academic Council is established in detail in sections 8.2 of the *Bylaws of the College of Arts and Letters*.
- .3 Upon notification by the College Advisory Council of vacancies on the Academic Council and/or its standing committees, the APC shall nominate two or more candidates for each vacancy. Election of the Department's candidate shall be by a plurality of those regular faculty voting.