Department of Philosophy

Guidelines for Promotion, Tenure, and Annual Evaluations

Revised April 18, 2016

Overview

Each year the Chair/Program Director will compose an annual performance evaluation for each faculty member, rating the faculty on the basis of quality and quantity in each of the three standard categories (Teaching, Research, and Service) according to the following scale: (1) Distinguished, (2) Excellent, (3) Good, (4) Fair, (5) Poor and finally, assign an overall evaluation using the aforementioned terms. The Chair/Program Director must then consult with each faculty member before forwarding the evaluation to the Dean and the academic Vice President. In each category, the stated criteria below are intended as guidelines. The faculty member and/or the Chair/Program Director may argue for substitutions of other equivalent criteria meeting the standard in any category. In particular, a faculty member may rise in category through a combination of activities from lower categories except in cases where specific combinations are explicitly prohibited.

Evaluation Criteria and Rubric

I. TEACHING

With the move to online evaluations it is recognized that for student evaluations to provide meaningful feedback, there must be a response rate high enough to be representative. For the purpose of applying the rubrics below in annual evaluations, Student Assessment of Instruction (SAI) evaluations will be considered in aggregate so that for any particular item considered, e.g., “Overall Assessment of Instructor,” whether a faculty member can be said to have a majority of student evaluations in “Excellent” and “Very Good” will depend on the average score for that item across all courses in the academic year. In order to supplement the SAI data, the faculty member in consultation with the Chair/Program Director will make arrangements for a classroom observation, on an annual basis. The faculty member may request that this be developed into a written, more formal, evaluation of instruction.

A. To be awarded “Distinguished” in teaching, a faculty member must present evidence of meeting number 1 below and at least two of 2-5 (or equivalent criteria):

1. An average of 65% or greater of student responses as “Excellent” and “Very Good” and very few in “Fair” and/or “Poor” in the Overall Assessment of Instructor” in all classes in a given semester on average.
2. Receipt of a teaching award
3. Development of a new course or substantial innovation in existing course content and/or delivery.
4. Substantial curricular reform at the program level.
5. Assumption of a combined four or more of the following: directed studies, Capstone Projects, Honors-by-contract courses, Honors Thesis supervisions, and/or membership on one or more graduate thesis committees.
6. Narrative statements emphasize powerful impact on learner or transformative learning experience.

B. To be awarded “Excellent” in teaching, a faculty member must present evidence of meeting number 1 below and at least two of the 2-5 (or equivalent criteria):

1. At least 50% of student responses as “Excellent” and “Very Good” and very few in “Fair” and/or “Poor” in the Overall Assessment of Instructor” in all classes in a given semester on average.
2. Assumption of a combined three or more of the following: directed studies, Capstone Projects, Honors-by-contract courses, Honors Thesis supervisions, and/or membership on one or more graduate thesis committees.
3. Minor innovation in existing course content and/or delivery.
4. Minor curricular reform at the program level.
5. Positive peer evaluation of teaching.

C. To be awarded “Good” in teaching, a faculty member must present evidence of meeting number 1 below and 1 of 2-4 (or equivalent criteria):

1. A majority of student evaluations in the “Good” and “Fair” categories in all classes in a given term.
2. Assumption of a combined 2 or more of the following: directed studies, Capstone Projects, Honors-by-contract courses, Honors Thesis supervisions, and/or membership on one or more graduate thesis committees.
3. Review of existing course content and/or delivery.
4. Positive peer evaluation of teaching.

D. To be awarded “Fair” in teaching, the evidence must suggest strengths in some of the above criteria, but significant areas requiring immediate remediation.

E. To be awarded “Poor” in teaching, the evidence must suggest minimal strengths in the above criteria, and an inability to meet the above criteria, even with attempts at remediation.

II. RESEARCH

A. To be awarded “Distinguished” for research, a faculty member must present evidence of meeting at least one of the following (or equivalent) criteria:
1. Receipt of a major research award or grant (greater than or equal to $2000).
2. Authorship or editing of a book in the field or related field published by a university or other major press. Note: this would apply to the year of publication or acceptance of final proofs, exclusive. The year following publication the publication of an authored book will qualify for a rating of “Excellent” unless additional publications during the subsequent year merit a rating of “Distinguished.”
3. Publication of at least one article in a peer reviewed journal recognized in philosophy or a cognate field; publication in an anthology in the field or a cognate field; authored or edited book(s) with scholarly review; or portions of books(s) or monographs (s) with scholarly review.

Note: this applies to the year of publication or acceptance of final proofs, exclusive. Time of publication is determined by the date on which the publication appears in print or preliminary appearance online, exclusive. While multiple book reviews may provide supplementary justification for a rating of “Distinguished,” they cannot be sufficient for such a rating; they would have to be part of a combination of scholarly activities.

B. We understand a rating of “Excellent” to indicate satisfactory progress toward tenure or promotion with the understanding that, in accordance with the promotion guidelines that follow, a faculty member must also have a rating of “Distinguished” in at least one category for promotion to Professor. This accords with tenure and promotion guidelines set forth by Academic Affairs. To be awarded “Excellent” for research, a faculty member must present evidence of meeting at least one of the following (or equivalent) criteria:

1. Preparation or submission for publication of an article in a peer reviewed journal recognized in philosophy or a cognate field; publication in an anthology in the field or a cognate field; authored or edited book(s) with scholarly/peer review; or portions of books(s) or monographs (s) with scholarly review. Note: “presenting evidence” includes having any of the listed types of publications in preparation, though no single manuscript in preparation can count toward satisfying this criterion for more than two years. Moreover, having multiple manuscripts in preparation is not sufficient for a rating of distinguished. Having a manuscript “in preparation” refers to manuscripts at any stage of preparation prior to publication and after initial writing has begun. Evidence of preparation could include the manuscript at its current state of preparation. Evidence of submission could include a confirmation email from the body to which the manuscript has been submitted. It is the prerogative of the Chair/Program Director to request such evidence in making assessments of progress for manuscripts in preparation, especially if said manuscript is in preparation for a second year and is being claimed a warranting a rating of “Excellent.”

Note: book reviews in preparation do not count as manuscripts in preparation. While multiple book reviews in preparation may provide supplementary justification for a rating of “excellent,” they cannot be sufficient for such a rating; they would have to be part of a combination of scholarly activities including original research, or research awards or grants.
2. Publication of one or more book review in a scholarly journal. Publication date must coincide with the academic year covered by the annual evaluation. Note also that a book review cannot solely warrant a rating of “excellent.” The faculty member must have additional scholarly activities.

3. Receipt of a minor research award or grant (less than $2000).

4. Presentation of a paper at a scholarly conference where submissions are blindly reviewed, e.g., the American Philosophical Association, the Philosophy of Science Association, or the American Academy of Religion.

5. Preparation of a major grant, including grant writing and the period of grant review.

6. Reprinting of a peer-reviewed/scholarly publication in an anthology published by an academic press.

C. To be awarded “Good” for research, a faculty member must present evidence of meeting at least one of the following (or equivalent) criteria:

1. Professional editing or reviewing.
2. Presentation of a paper at a venue that does not include blind review of submissions.
3. Preliminary research for a manuscript not yet in the writing phase.
4. Publication of one or more book reviews in a peer reviewed journal.
5. Serving on expert panels in public forums that disseminate research products.

D. To be awarded “Fair” for research, the evidence must suggest strengths in some of the above criteria, but significant areas requiring immediate remediation.

E. To be awarded “Poor” for research, the evidence must suggest minimal strengths in the above criteria, and an inability to meet the above criteria, even with attempts at remediation.

III. SERVICE

A. To be awarded “Distinguished” for service, a faculty member must present evidence of meeting 1-6 below and at least two of 7-20 (or equivalent criteria):

1. Receipt of a major service award.
2. Service as Chair/Program Director of Philosophy (requires only one of 6-19 or equivalent criteria)
3. Service on a national committee in the profession.
4. Service on a UWF search committee.
5. Leadership of committees, boards, task forces, etc. with especially heavy workloads.
6. An unusually large number (or unusually demanding set of) service activities of the type outlined in 6-19 below.
7. Membership on university or statewide committees.
8. Membership on college and research committees.
9. Participation in commencement exercises—with particular merit for participation as marshal, or member of platform committee.
10. Participation in university open houses, majors fairs, faculty phone-a-thons, and the like.
11. Service as officer in a professional society.
12. Service as referee for papers submitted to journals, conferences, etc.
13. Acting as advisor to university clubs/societies.
14. Speaking to churches, synagogues in a professional, academic capacity.
15. Speaking to schools, service clubs, and community organizations.
16. Guest lecturing for university courses or other courses offered on or off the UWF campus, or organizing such lectures.
17. Organization of or participation in the organization of professional conferences.
18. Service on community boards, committees, etc.—where that service can be construed as an extension of teaching/research at UWF.
19. Participation in outreach activities to local high schools, community colleges, etc.
20. Service to the department in the form of administrative activity such as contributing to the revision of by-laws or other non-curricular matters.

B. To be awarded “Excellent” for service, a faculty member must present evidence of meeting at least one of either 1-3 below and two or more from among 4-15 below (or equivalent criteria):

1. Membership on university or state-wide committees.
2. Membership on college and research committees.
3. Service on a UWF search committee.
4. Participation in commencement exercises—with particular merit for participation as marshal, or member of platform committee.
5. Participation in university open houses, majors fairs, faculty phone-a-athons, and the like.
6. Service as officer in a professional society.
7. Service as referee for papers submitted to journals, conferences, etc.
8. Acting as advisor to university clubs, societies.
9. Speaking to churches, synagogues in a professional, academic capacity
10. Speaking to schools, service clubs, and community organizations.
11. Guest lecturing for university courses or other courses offered on or off the UWF campus, or organizing such lectures.
12. Organization of or participation in the organization of professional conferences.
13. Service on community boards, committees, etc.—where that service can be construed as an extension of teaching/research at UWF.
14. Participation in outreach activities to local high schools, community colleges, etc.
15. Service to the department in the form of administrative activity such as contributing to the revision of by-laws or other non-curricular matters.

C. To be awarded “Good” for service, a faculty member must present evidence of meeting two of the following (or equivalent) criteria:

1. Participation in commencement exercises—with particular merit for participation as marshal, or member of platform committee.
2. Participation in university open houses, majors fairs, faculty phone-a-athons, and the like.
3. Service as officer in a professional society.
4. Service as referee for papers submitted to journals, conferences, etc.
5. Acting as advisor to university clubs, societies.
6. Speaking to churches, synagogues in a professional, academic capacity
7. Speaking to schools, service clubs, and community organizations.
8. Guest lecturing for university courses or other courses offered on or off the UWF campus, or organizing such lectures.
9. Organization of or participation in the organization of professional conferences.
10. Service on community boards, committees, etc.—where that service can be construed as an extension of teaching/research at UWF.
11. Participation in outreach activities to local high schools, community colleges, etc.
12. Service to the department in the form of administrative activity such as contributing to the revision of by-laws or other non-curricular matters.

D. To be awarded “Fair” for service, a faculty member must present evidence of meeting one of the following (or equivalent) criteria:

1. Participation in commencement exercises—with particular merit for participation as marshal, or member of platform committee.
2. Participation in university open houses, majors fairs, faculty phone-a-thons, and the like.
3. Service as officer in a professional society.
4. Service as referee for papers submitted to journals, conferences, etc.
5. Acting as advisor to university clubs, societies.
6. Speaking to churches, synagogues in a professional, academic capacity
7. Speaking to schools, service clubs, and community organizations.
8. Guest lecturing for university courses or other courses offered on or off the UWF campus, or organizing such lectures.
9. Organization of or participation in the organization of professional conferences.
10. Service on community boards, committees, etc.—where that service can be construed as an extension of teaching/research at UWF.
11. Participation in outreach activities to local high schools, community colleges, etc.
12. Service to the department in the form of administrative activity such as contributing to the revision of by-laws or other non-curricular matters.

E. To be awarded “Poor” for service, a faculty member must present evidence of meeting none of the criteria above.

F. Note on service contributions: all service contributions that support key departmental, college, or university initiatives, or that dovetail with the faculty member’s teaching and/or research agendas should receive particular merit. For service to the community to factor in one’s service assessment, the faculty member must have completed that service as an agent or representative of UWF or group thereto affiliated.

**Tenure and Promotion**

In consideration of tenure and promotion, each faculty member is to be evaluated by the Chair/Program Director on performance in the three standard categories of Teaching, Research, and Service. These criteria are the same as the UWF Academic Affairs criteria as outlined in the 2013-2014 guide to tenure, promotion, and annual evaluation.
1. To be granted tenure, a faculty member must demonstrate at least excellent performance in all three categories.

2. To be promoted to the rank of Associate Professor, a faculty member must demonstrate at least excellent performance in all three categories.

3. To be promoted to the rank of Professor, a faculty member must have at least (3) peer reviewed, scholarly publications, including co-authored and edited works, since promotion to Associate Professor as well as the following: demonstrate a distinguished performance record in at least one categories of either Research or Teaching, and at least an excellent performance record in the other two categories for the three years leading up to application for promotion.
Faculty Signatures

Sally Ferguson, Associate Professor  
Date  
4-19-16

Nicholas Power, Associate Professor  
Date  
4/19/16

Wilson Maina, Associate Professor  
Date  
4-19-16

Lawrence Howe, Associate Professor  
Date  
4-19-16