

# **HANDBOOK**

**Department of Philosophy**

**California State University, Northridge**

**Sixteenth Edition**

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## ***PREFACE***

The operation of this Department is based upon policies, principles, rules, regulations and practices derived from many sources. A complete enumeration would list, *inter alia*:

1. The laws of the State, especially Education Code, Division 18, chapter 9, and interpretations thereof in California Code of Regulations, Title 5, Division 5; (MB 11/14/07)
2. Bargaining Agreement between the Board of Trustees of The California State University and the California Faculty Association, Unit 3--Faculty (<http://www.calfac.org/contract.html>); (MB 11/14/07)
3. Actions of the Chancellor and Trustees of The California State University (<http://www.calstate.edu/EO/>); (MB 11/14/07)
4. Sections 600 and 700 of the California State University, Northridge, *Administrative Manual*; (MB 11/14/07)
5. By-laws of the Faculty of California State University, Northridge; policies and resolutions of the Faculty Senate and of the College of Humanities (<http://www.csun.edu/senate/>); (MB 11/14/07)
6. Resolutions passed by the Department of Philosophy.

This *Handbook* presents a compilation of the policies and practices referred to in item 6. In addition to becoming familiar with the information presented in this work, anyone wishing to achieve a further understanding of the Department's operation should become aware of the Department booklet, the

*University Policies and Department Practices Instructors Should Know*, the contents of the Bargaining Agreement, the *Administrative Manual*, and the various rules and regulations that the University administration periodically issues. (MB 11/14/07)

***Abbreviations, References, etc.***

Unless otherwise noted to the contrary:

References herein to Sections, etc. are to the Sections, etc. of this *Handbook*. (MB 11/14/07)

Unmodified dates in parentheses refer to the Minutes of philosophy Department meetings held on those dates. When prefaced by 'MB' such dates refer to the results of mail ballots announced on those dates.

Material enclosed in square brackets is explanatory in nature and does *not* represent official departmental policies. (MB 11/14/07)

## DEPARTMENT RESOLUTIONS

### 1. General

The Department of Philosophy subscribes, without reservation, to the principles of democratic procedure on all matters pertaining to the Department. Thus, issues of policy or practice on the Departmental level are either determined by action of the Department, or subject to its review. (MB 11/14/07)

### 2. Department Consultation

On all matters related to the Department, including those assigned to any regular or *ad hoc* committee, the Department affirms the principle that there should be wide, informal discussion. (11/2/66) All Department committee meetings are open to all members except those meetings of the Personnel Committee concerned with the reappointment, promotion, and tenure of members of the Department (9/30/69) and meetings of the Peer Review Committee. (MB 11/14/07)

### 3. Fair Procedures (11/12/98)

Whenever possible, complex proposals or proposals that are likely to be controversial should be presented to the Department only when an adequate foundation for discussion and resolution exists, as provided by discussions at previous Department meetings or by circulation of the proposal far enough in advance to allow for substantial informal consideration and discussion.

It follows from the Department's commitment to collegial and democratic governance, and to the goal of encouraging the widest possible consensus on all matters that are subject to collective decisions of the Department, that outside of Department Meetings there are no constraints on the

open and free discussion among faculty of any matters that might be subject to departmental review, recommendation, or resolution. (4/16/08)

Under most conditions, the Department conducts its meetings informally and with minimal constraints on discussion. However, on occasions when general agreement does not obtain, when minority views need to be protected, or when civility and good will cannot be assumed, clear rules of order and procedure are essential. Under those conditions, the Chair conducts Department meetings in strict adherence to Robert's "Rules of Order".

#### **4. Department Meetings (MB 11/14/07)**

- a. The Department Chair schedules at least one Department meeting each semester. Additional meetings may be called by the Chair or upon the written request of three members of the Department. (2/25/69)
- b. The Chair announces Department meetings at least one calendar week in advance of the meeting. The Chair presents an agenda at least two school days before a meeting (3/12/76) and cancels any meeting for which an agenda is lacking (6/9/66).
- c. When circumstances necessitate, the Chair may call special meetings not subject to the rules governing the call for and posting of agenda for regular meetings as specified in b. above.
- d. Proposals amending the *Handbook* are distributed to the Department's voting members (11/11/98, MB 11/14/07) at least two school days prior to the meeting at which they will be considered. Adoption of such proposals requires a two-thirds vote of those voting, a quorum being present. (12/8/78)
- e. Voting members may introduce new business, but no vote is counted on such business without unanimous consent (9/19/66) of those present (2/29/68).
- f. The quorum for each Department meeting in any semester is a majority of the Department's tenure-track and tenured faculty (12/8/78, MB 3/2/98) who are in residence during said semester,

except those who are in their terminal year with the Department, have been notified of a denial of tenure, or have submitted their resignation (MB 3/2/98) from the Department. (4/19/71)

- g. Adjunct (9/8/93), temporary, and part-time faculty are welcome to attend Department meetings. (9/5/75)
- h. Each regularly scheduled Department meeting is limited to two hours from the time the meeting is called to order. After the two-hour deadline is reached action on the item of business under discussion may be completed but no new business may be taken up. (3/6/72, 12/8/78)

#### **5. Voting Rights (MB 11/14/07)**

- a. The Department's eligible voters consist of its tenure-track and tenured members, including those who participate in the Faculty Early Retirement Program (FERP), and full-time lecturers. (MB 3/2/98) As such, they have the right to vote at Department meetings and by mail ballots (when these are used in lieu of Department meetings), with the following exceptions. (9/5/75, 12/8/78, 9/16/83, MB 3/2/98)
  - i. Full-time lecturers may not vote on matters involving the Personnel Committee and the Appointments Committee. (9/21/77, 12/8/78)
  - ii. Faculty members who are not being retained by the Department (as distinguished from those who have announced their retirement or resignation) (MB 3/2/98) may not vote in elections of individuals or on any matter directly affecting the future of the Department. (11/9/67, 12/8/78, 9/16/83)
  - iii. Voting shall be by secret ballot on matters concerning individual faculty members; on matters directly related to the retention, tenure, and promotion of faculty (where these matters are in the hands of the Department as a whole rather than the Personnel Committee); and, on other matters, upon the request of any two voting members of the Department.

## 6. Chair's Term of Office

The term of office for the Department Chair is three years. At the end of each three-year term there shall be a new Department election in accordance with the *Administrative Manual*. It is understood that the Chair whose term is ending may choose to be a candidate for Chair for the next term of office. (MB 3/2/98)

## 7. Associate Chair (MB 11/14/07)

- a. The Associate Chair will be elected by the tenured and tenure-track faculty for a two-year term. Any full-time member may serve, although typically it will be appropriate for the Associate Chair to be a tenured member of the faculty. Any tenured or tenure-track faculty member may nominate any eligible faculty member for the position. There may be times when the Department Chair, in consultation with the faculty, decides that an Associate Chair is not needed for a particular term or academic year. The Chairship and the Associate Chairship are not co-tenable.
- b. The Associate Chair will receive three units of reassigned time per semester from the Department for the duration of her or his tenure in that position.
- c. The Associate Chair may not participate in any of the Chair's deliberations or decisions about personnel matters, except that he or she may sometimes serve as the Chair's designee for purposes of a classroom visitation.
- d. The job responsibilities of the Associate Chair will be agreed upon by the Chair and the Associate Chair at the beginning of each term served by the latter. Responsibilities as agreed upon will be put in writing and signed by both parties. These responsibilities are subject to revision by mutual agreement at any time. Typical responsibilities may include helping to develop class schedules, oversight regarding inter-departmental relations and departmental projects, and acting for the Chair as needed in the absence of the Chair.
- e. Any Associate Chair may choose to step down from this position at the end of any semester. Any Associate Chair may be removed from this position by recommendation of the Department Chair and with the concurrence of the faculty.

- f. Nothing in the election of or holding of office by an Associate Chair shall be construed as expressing the will of the Department regarding the election of a future Chair.

**8. Academic Advisor**

- a. The Academic Advisor assists the Department Chair in all matters relating to student advisement and assumes primary responsibility for advising the Department's majors and minors. In the absence of adequate University or College support for the position of Academic Advisor, and subject to the Dean's approval, the Department supports the position with up to 3 units of reassigned time per semester. (MB 3/2/98) (MB 11/14/07)
- b. The Academic Advisor is appointed by the Department Chair from among the full-time tenured and tenure-track members of the Department. The Academic Advisor's term of office is normally for three years; reappointment of the incumbent is subject to approval by a majority of the Department's voting members. (MB 3/2/98)

**9. Standing Committees (MB 11/14/07)**

Each year, at its first meeting, the Department elects faculty members to the following committees:

**a. Appointments Committee**

- i. The eligible tenured and tenure-track members of the Department constitute an Appointments Committee charged with the responsibility of advising the Chair on all matters concerning the recruitment and selection of full-time faculty, in accordance with the *Administrative Manual*. (12/8/78, cf. 1/15/68 and 2/29/68)
- ii. The Appointments Committee elects one of its members (other than the committee Chair or the Department Chair) as the committee's Equity and Diversity Representative, in accordance with the *Administrative Manual*.

- iii. Tenured and tenure-track members of the Department who are not members of the Appointments Committee shall be notified of committee meetings and may participate in committee discussions, but they may not vote on committee decisions.
- iv. The Department Chair consults with the Appointments Committee's Equity and Diversity Representative before making any part-time offers. (5/22/72, 12/8/78, 11/11/98)

**b. Strategic Planning Committee**

The tenured and tenure-track members of the Department constitute a Strategic Planning Committee charged with the responsibility of advising the Chair on all matters concerning the planning of the future of the Department.

**c. Assessment Committee**

- i. The members of the Assessment Committee are the Academic Advisor, the Chair of the Curriculum Committee, and the Department Chair.
- ii. The Assessment Committee assesses the degree to which the philosophy program is achieving its stated objectives, reports the results to the Department, and makes suggestions relative to the results, the objectives, and assessment procedures. (8/30/95, 11/11/98, 11/3/99)

**d. Curriculum Committee**

Each year, at its first meeting (9/22/76), the Department elects a Curriculum Committee consisting of five full-time members of the Department. (10/2/72) The committee serves for the academic year. (9/22/76)

**e. Personnel Committee**

- i. Each year, at its first meeting, the Department elects a Personnel Committee. (For composition and eligibility, see the *Administrative Manual*.) The committee serves until a new committee is elected. (11/11/98)
- ii. The Personnel Committee, at its first meeting each year, reviews the principles of confidentiality as presented in the *Administrative Manual*. (9/8/93)
- iii. In addition to the responsibilities outlined in the *Administrative Manual*, the Personnel Committee reviews applications for departmental instructional and research reassigned time (see 13 below) and evaluates sabbatical applications (see 15 below). (11/11/98)

**f. Peer Review Committee**

i. *Election of Peer Review Committee*

Each year, at its first meeting, the Department elects a committee of three, drawn from those of its tenured faculty who are not scheduled for post-tenure review during that academic year and who are not subject to a personnel action that year. The Department Chair is excluded from Peer Review Committee. (3/13/81)

ii. *Faculty to be Reviewed*

A faculty member is subject to post-tenure review in a given academic year if the person (a) is tenured, (b) has not been reviewed in the course of a personnel action (e.g., retention, promotion, tenure) during the preceding five years, and (c) has not been reviewed in the course of a post-tenure review during the last five years. (3/13/81) [It is University policy that faculty who would otherwise be eligible for post-tenure review, but who are on leave, are excluded from the review requirement. Faculty participating in the Faculty Early Retirement Program (FERP) and the Pre-Retirement Reduction in Time Base Program are subject to the review requirement. Cf. memo of 9/28/93 from the Executive Assistant to the Vice President for Academic Affairs.]

iii. *Function of the Peer Review Committee*

\_\_\_\_\_ The Peer Review Committee examines, for each person it reviews, the results of the most recent Fall Semester student evaluations, evidence of currency in the field submitted by the person under review, and all additional materials the person might choose to submit. The committee prepares a written summary of its evaluation for each person it reviews, and it provides copies for the person and the person's Personnel Action File. (3/13/81)

iv. *Evaluation Conference*

The Peer Review Committee's Chair and the Dean of the College of Humanities meet with each person reviewed to discuss the person's strengths and weaknesses along with suggestions, if any, for improvement. (3/13/81, 9/14/84)

**g. Lecture Committee**

- i. The Lecture Committee consists of two full-time members of the faculty, who serve two-year partially overlapping terms. Each year, at its first meeting, the Department elects one or more members to the committee in a manner consistent with preserving the committee's composition.
- ii. The Lecture Committee makes all arrangements regarding visiting speakers for the Department's lecture series. (11/2/66)

**h. Critical Reasoning Committee**

Each year, at its first meeting, the Department elects a two-person Critical Reasoning Committee. The committee oversees all aspects of the Department's critical reasoning program and recommends changes as appropriate. The committee reports to the Department Chair. (9/14/88)

**i. Sidney A. Luckenbach Memorial Award Committee**

- i. The Sidney A. Luckenbach Memorial Award Committee consists of the Academic Advisor, the Department Chair, and one member elected by the Department at its first meeting of the year. At least one member of the committee must regularly teach logic or philosophy of science.
- ii. Each year, the committee determines procedures for selecting the recipient(s) of the Sidney A. Luckenbach Memorial Award, the number of awards, and the amount of each award. After appropriate consultation with the faculty, the committee selects the award recipient(s).
- iii. All activities and decisions of the committee must conform to the initial purpose of the Luckenbach Memorial Award endowment as set forth by the Luckenbach family.<sup>1</sup> (11/3/99)

#### **10. Elected Positions** (MB 11/14/07)

Each year, at its first meeting, the Department elects faculty members to the following positions:

- a. *Recording Secretary* (11/11/98)
- b. *Representative, and Alternate, to College of Humanities Academic Council* (11/11/98)
- c. *Library and Technology Resources Coordinator*

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<sup>1</sup> The “initial purpose”, as established in a July 20, 1998 letter from Sidney A. Luckenbach, Jr., specifies the following criteria for selecting award recipients:

- A group of at least three Philosophy professors, one of whom is the Chair of the Philosophy Department, should agree on the student(s).
- The student(s) is required to major in Philosophy.
- Preference should be given to student(s) showing an interest in Philosophy of Science and/or General Logic.
- Preference should be given to student(s) with need.
- The student(s) is required to have at least a 3.0 grade point average.
- No required class level.

The Library and Technology Resources Coordinator (12/8/78, MB 3/2/98) is the Department's liaison with the library and offices that provide technological resources and support. (9/24/73, MB 3/2/98)

d. *Internal Events Coordinator*

The Internal Events Coordinator arranges colloquia and pedagogical meetings led by members of the Department faculty. These events are open to all full-time and part-time members of the Department faculty. (11/11/98) Anyone invited by the presenter of a colloquium talk or the leader of a pedagogical meeting is welcome to attend that event. (11/1/71, MB 3/2/98)

e. *Business Ethics Coordinator*

The Business Ethics Coordinator oversees all sections of the Department's business ethics courses to assure uniform adequacy of structure and content.

## 11. Office Hours

- a. The minimum number of office hours required of a faculty member teaching more than eight units is normally three hours each week distributed over two or more teaching days per week. (MB 11/14/07)
- b. For a faculty member teaching more than four but no more than eight units, the normal pattern is at least two hours per week distributed over two days. All other faculty who have teaching assignments normally schedule at least one office hour each week. (MB 2/7/85)
- c. Exceptions to these normal patterns may be made on the basis of such considerations as the nature of the individual's teaching assignment, the individual's non-teaching but University related obligations, etc. Exceptions to the normal pattern may not be made on the basis of an individual's personal preferences, convenience, etc. (MB 2/7/85)

## 12. Evaluation of Teaching

- a. *Classroom Visitation Policy for Full-Time Faculty* (9/14/88)
  - i. Each academic year, all probationary faculty and all faculty under current consideration for promotion are to invite two (or more) senior tenured faculty members to attend some class or classes. (MB 11/14/07) One of the visitors must be a member of the Department Personnel Committee, and one must be the Department Chair (or the Chair's designee). (MB 4/2/73) Each visitor writes a description and evaluation of the conduct of the class to submit to the Department Chair for transmittal to the College Dean (9/14/88) for inclusion in the candidate's personnel file. (1/10/72) The candidate is provided with a copy of the report. (3/13/81) It is suggested that the candidate and visitor confer before class regarding the methods and goals of the candidate's teaching and after the class regarding what happened in the class and how it should be interpreted. (1/10/72) See the *Administrative Manual* 612.5.2.c.(2) (a).
  - ii. In the event that after notification either the candidate is unable to secure acceptance of the invitation or a member of the Personnel Committee is (MB 4/2/73) not invited, the Personnel Committee selects at least one (MB 4/2/73) of its members to carry out this duty. (3/6/72)
  - iii. Although the above requirement of classroom visitation applies only to current candidates for tenure, retention, or promotion, (MB 4/2/73) all faculty members can avail themselves of this procedure as one way of providing information regarding their teaching effectiveness. However, there is no request or expectation that such faculty members (MB 4/2/73) will do so. (1/10/72, MB 11/14/07)
- b. *Classroom Visitation Policy for Part-Time Lecturers* (9/14/88, 11/11/98)
  - i. The classroom of a part-time, nonpermanent lecturer is visited (a) at least once during the lecturer's first semester of employment, (b) at least once for every 24 units the lecturer teaches, (c) at least twice prior to making a decision regarding the lecturer's request for a step increase or redesignation to a higher salary tier, (d) whenever the College Dean,

Department Chair or Personnel Committee mandates, and (e) whenever the Chair concurs with the lecturer's request for a visit. (9/14/88, 11/11/98)

- ii. Only tenured faculty conduct visits. If necessary, the Chair may designate visitors in order of the tenured faculty's seniority in time within the University, beginning with the most senior. The Chair determines if logistical or other problems require that modifications be made in this selection procedure in individual cases. (9/14/88, MB 3/2/98))
- iii. The Chair provides the lecturer and designated visitor with written notification of their responsibility to arrange for a classroom visit. The lecturer and visitor consult and determine when the visit will be held. It is the visitor's responsibility to initiate this consultation. If the lecturer and visitor cannot agree about some feature of the visit, the Chair adjudicates. (9/14/88)
- iv. Each visitor writes a description and evaluation of the conduct of the class and submits it to the Department Chair for inclusion in the lecturer's Personnel Action File where it is retained for at least five years. The lecturer is provided with a copy of the report. It is suggested that the lecturer and visitor confer before class regarding the methods and goals of the lecturer's teaching and after the class regarding what happened in the class and how it should be interpreted. (9/14/88)

c. *Teaching Evaluation Forms* (MB 11/14/07)

- i. Each member of the Department is urged to make use of the officially adopted teaching (MB 3/2/98) evaluation form. If the faculty member should choose not to, then it is incumbent upon that faculty member to provide comparable information (as determined in a conference with the Department Chair) concerning teaching ability. (3/19/72) In addition to the officially adopted form, an instructor may, with the Chair's approval, have the Department distribute an additional questionnaire. (MB 4/2/73)
- ii. Student course evaluations are conducted in all philosophy classes taught in the Fall Semester. Course evaluations are also conducted in all Spring Semester classes taught by

part-time faculty, by first-year probationary faculty, by full-time faculty who taught fewer than two classes in the Fall Semester, and by any faculty who request Spring Semester evaluations. (12/8/78, 11/3/99, MB 11/14/07)

- iii. Only the results from the questionnaire items concerning the overall evaluation of the course and the instructor serve as a basis for intra-departmental ranking. (4/17/72, 9/21/79)
- iv. The Department retains questionnaires until after current personnel action cases are decided. (MB 4/2/73) A summary of the results obtained from the questionnaires is placed in each faculty member's Personnel Action File and retained for at least five years. (9/4/91) All faculty members are urged to retain their questionnaires once they have been returned to them. (4/17/72)

d. *Student Consultation*

- i. The Department personnel committee shall provide students with the opportunity to consult with the committee regarding the teaching performance of faculty being considered for retention, tenure or promotion. (MB 11/14/07)
- ii. An announcement inviting student consultation is posted, and copies are mailed to all philosophy majors. (12/17/76)

**13. Reassigned Time for Instructional Projects and Philosophical Research** (9/17/82, MB 3/2/98, 2/20/02, 11/7/07, MB 11/14/07)

a. *Eligibility*

- i. To be eligible for reassigned time, a faculty member must:
  - (1) propose a qualifying project that has a high probability of being successfully completed,  
and

- (2) except under the circumstances specified in v. below, have successfully completed a qualifying project (whether funded or not) in the past four years.
- ii. Only full-time tenured or tenure-track faculty are eligible for reassigned time. Faculty in the Faculty Early Retirement Program (FERP) are not eligible.
- iii. Only faculty who have made a good-faith effort to obtain reassigned time for their proposed project from outside the Department are eligible for reassigned time from this program. (2/20/02)
- (1) Appropriate extra-departmental sources of funding include the CSUN Competition for Research, Scholarship and Creative Activity Awards (Fall or Spring); the Probationary Faculty Support Program (Spring); the Judge Julian Beck Instructional Development Project (Fall or Spring); any faculty development programs funded by the Dean; and external funding sources.
- (2) Information which in the judgment of the Chair establishes an intention to apply for extra-departmental funding will be considered as sufficient evidence of a good-faith effort to obtain such funding. (MB 6/30/03)
- (3) Faculty who believe they have good grounds for not applying for extra-departmental funding may submit a brief statement (250 words maximum) citing their grounds; the Department Chair will decide whether those grounds are adequate to satisfy the good-faith-effort requirement.
- iv. Faculty who receive extra-departmental funding of 3 units or more for a research or an instructional project, and first-year faculty who receive a 6-unit or more reduction in teaching load from the University and/or the College, are not normally eligible for a simultaneous award from this program. (2/20/02)

- v. In the event that Instructional and Research Reassigned Time remains after awarding all fully eligible faculty, awards may be made to faculty who do not meet all eligibility requirements above or who are not normally eligible. Since this provision will normally be implemented without advance notice, faculty hoping to receive reassigned time in virtue of it should respond to the Chair's call for applications by submitting descriptions of proposed projects and any other relevant materials.

b. *Qualifying Projects*

- i. There are two categories of qualifying projects, Instructional Projects and Research Projects.

- (1) A qualifying Instructional Project is a project that, when successfully completed, constitutes a "direct instructional contribution" as defined in the *Administrative Manual* (including any additions officially recognized in the Department's personnel procedures).

- (2) A qualifying Research Project is either a project that, when successfully completed, constitutes a "publication" as defined in the *Administrative Manual* or a presentation in a professionally recognized forum outside the Department of written research devoted to the field in a manner consistent with the criteria applying to publications in the *Administrative Manual*.

- ii. "Successful completion" of a qualifying project means:

- (1) in the case of an Instructional Project, that the results of the project have been demonstratively implemented or disseminated in the proposed way or in some other appropriate manner;

- (2) in the case of a Research Project, that the results have been accepted for publication or have been disseminated in some other officially sanctioned forum.

c. *Application*

Faculty members apply for reassigned time in response to the Chair's announcement of its availability. Applicants submit to the Chair

- i. a description (not exceeding one page) of a previously undertaken qualifying project,
- ii. evidence that the previously undertaken project was successfully completed in the past four years,
- iii. a description (not exceeding one page) of a proposed qualifying project to be undertaken in the semester in which reassigned time is granted, and
- iv. evidence of a good-faith effort to obtain reassigned time from outside the Department.

With the exception described in a. v. above, applications that do not include all four items will be disqualified.

d. *Personnel Committee Review*

The Department Personnel Committee (minus any members among the applicants) reviews all applications to determine whether the described projects meet the qualifying criteria set forth in section b. above. The committee forwards its decisions to the Chair, without ranking either the projects or the applicants, and without determining whether the applicants meet the additional eligibility requirements. (In case of a tie vote on whether a proposed or completed project qualifies, the project shall be declared qualifying.)

e. *Awards*

- i. The Department Chair assigns to each eligible applicant a number equal to the number of units of reassigned time the applicant has received (from this program) in the preceding four years. Applicants are ranked in inverse order of their assigned numbers, and available reassigned time is awarded in descending order of rank. In case of ties, priority for this award is assigned to the person who has most recently not received Department reassigned

time in a semester where the other tied individuals have. In cases where this procedure fails to break ties, some random device (e.g., a coin toss) will be used to break any remaining ties. (2/20/02)

ii. The standard award for a successful applicant is three units of reassigned time. (11/11/98)

f. *Reporting Requirement*

By accepting reassigned time from the Department under the policies outlined in this section, a faculty member agrees to submit a one-page report on what was accomplished by means of the award and the resulting status of the proposed project. This report is due within 30 days after the end of the semester in which reassigned time is used. No faculty member can receive a new award of reassigned time until all required reports on past awards have been submitted. (This requirement is effective beginning with reassignments used in the Fall semester of 2003. (MB 6/30/03)

g. *Imprimatur*

All awards of reassigned time require the approval of the Dean of the College of Humanities.

#### **14. Contributions to the Field of Study and Equivalencies to Publication**

The Chair provides each new tenured or tenure-track faculty member with a statement of the current approved Departmental additions to University criteria, policies, and procedures concerning contributions to the field of study. This statement is also to be found in an Appendix to this *Handbook* (see Appendix). (MB 3/2/98, 11/7/07, MB 11/14/07)

#### **15. Sabbaticals**

The Personnel Committee evaluates sabbatical applications. (9/14/84)

## APPENDIX

### Department Personnel Procedures re Definition of ‘Publication’

The Department of Philosophy considers as equivalent to publication the editorial acceptance of scholarly books, articles and reviews as defined in the *Administrative Manual* 632.4.2.a.

Furthermore, it considers written research as defined in the *Administrative Manual* 632.4.2.a. when presented in a professionally recognized forum outside the Department, as equivalent to publication. Equivalencies to publication will be evaluated by the same procedures and criteria used to evaluate publications. The presentation of such research by invitation or by acceptance in a professionally recognized forum will constitute outside review by peers in the field. (Approved by University Personnel Planning and Review Committee, 2004)