

# **Procedures and Criteria Concerning Promotion in the Department of History and Philosophy of Science**

April 2003

The Promotion Committee will consist of all tenured faculty in the Department. The Chair of the Department will normally serve as Chair of the Promotion Committee. The following general procedures are followed: (a) The deliberations of the Committee are strictly confidential; (b) The recommendation of the Committee will be communicated to all members of the Department in a timely fashion; (c) All members of the Department who are not members of the Committee are welcome to present orally or in writing whatever information, opinion, etc., they may have that relates to the issue under consideration; (d) Any person with a special personal relationship (e.g., spousal) to someone under consideration is excluded from the Committee.

In the spring before the academic year in which a candidate is to be considered for promotion by the University, the candidate's promotion case will be discussed by the Promotion Committee. The Chair will notify the candidate prior to this discussion and ask him/her to submit a list of outside referees and to begin preparation of a dossier. The referees will then be contacted and will be asked to submit their letters of recommendation by early September of the following fall. In addition to these letters of recommendation, the dossier is to include a personal statement by the candidate concerning his or her research and research plans, teaching and service; samples of the candidate's published works, or works accepted for publication, or works in progress; and student evaluations of courses (together with summaries of these evaluations) together with other evidence pertaining to teaching. In general, the promotion dossier will conform to the guidelines of the Dean of Faculties Office.

In September of the academic year in which the candidate is to be considered for promotion by the University, the Promotion Committee will meet to consider all the material in the promotion dossier. The dossier will be available to all members of the Committee in sufficient time for the members to read the dossier before the Committee meets. It is expected that each member of the Committee will have thoroughly familiarized him/herself with the contents of the dossier before the meeting. After thorough discussion, the Committee will vote on a recommendation via paper ballot. The Chair of the Department will communicate the recommendation to the candidate orally or in writing. The Promotion Committee will prepare a report on the Departmental recommendation for inclusion in the promotion dossier.

In nearly all cases the Department will expect an outstanding ranking in the area of research as a condition of promotion. In exceptional cases the Department may recommend a candidate for promotion who is outstanding in teaching or who fits the College and University definition of a "balanced case." Departmental recommendations on promotion will take into account future promise and likely progress of the candidate. Like the College of Arts and Sciences, the Department will evaluate research, teaching, and service in the context of standards appropriate to major research universities.

## Explanation of the Criteria

### **OUTSTANDING**

**Service:** A ranking of outstanding in service requires significant and positive contributions to the Department, the University, and to the profession at the regional, national, or international level.

**Teaching:** A ranking of outstanding in teaching requires performance well above the effective teaching expected of all members of the Department. The candidate must have demonstrated a superior ability and interest in stimulating student learning in the field, extending to different types of students at various levels, as evidenced in classroom observation, student evaluations, course development, and original contributions to pedagogy—including conference presentations and/or publications relevant to teaching.

**Research:** A ranking of outstanding in research requires the publication of scholarly works that constitute substantial, innovative, and significant contributions to the field. These works should, in addition, make a contribution that goes substantially beyond the candidate's doctoral dissertation. In most cases, such scholarship is expected to take the form of a substantial number of significant articles and/or a significant and substantial book. The relevant published material is to be judged by promotion colleagues and outside referees expert in the specialty in question as making a significant contribution to the field. On the basis of this material and the candidate's research trajectory, there should be a reasonable expectation that the candidate will continue to make substantial, innovative, and significant contributions.

### **SATISFACTORY**

**Service:** A ranking of satisfactory in service requires positive contributions in some of the following areas: service on Department, College, or University Committees, and service to the profession.

**Teaching:** A ranking of satisfactory in teaching requires, in addition to assuming the ordinary instructional duties expected of members of the Department, effective work in stimulating student learning in the field. Such effectiveness must be evidenced by some of the following: classroom observation, student evaluations, course development, and/or contributions to pedagogy.

**Research:** A ranking of satisfactory in research requires publication of original scholarly work—again going beyond the candidate's doctoral dissertation—normally in the form of a substantial number of scholarly articles and/or substantial book. Here again there should also be a reasonable expectation that the candidate will continue to make original contributions to the field.