

## **University of Utah Department of Philosophy Tenured Faculty Review Statement**

Approved by Tenure-line Faculty of the Department: October 21, 2022

Approved by the Dean: November 2, 2022

Approved by the Senate Faculty Review Standards Committee: December 9, 2022

SFRSC Secretary Finalization: September 14, 2023

Approved by the Sr. Vice President: September 19, 2023

### **1. Preamble**

A Tenured Faculty Review (TFR) assists faculty members in their careers and enhances each faculty member's contributions to the Department and University. We recognize the need for a regular process for assessing and promoting the development and goals of each tenured faculty member. We understand this process to be part of our collegial responsibility and our collective endeavor to enhance our research standing and profile.

Reviews are conducted in accord with the requirements of [Utah Board of Higher Education Policy R481](#) (Post-Tenure Review), University [Policy 6-321](#) (Tenured Faculty Reviews), and this TFR Statement, which has been approved by the Department tenure-line faculty, College Dean, Senate Faculty Review Standards Committee, and cognizant Senior Vice President.

### **2. Procedures**

#### **2.1 Semester of Review**

Reviews will be conducted in the Spring Semester.

#### **2.2 Notice to Participants**

To ensure that all review participants are adequately informed of the review scheduling, the Department Chair will:

- a. By January 15, provide notice to the departmental TFR Committee of the faculty members due for review each year.
- b. No later than January 15 (but typically by the end of the previous academic year), provide notice to the faculty member undergoing a review of (1) the file closing date, (2) the information and materials the faculty member is required to submit for the TFR File, and (3) the faculty member's right to submit any additional

information they desire the departmental TFR Committee to consider.

- c. When the Department Chair notifies the faculty member that they have a TFR scheduled on the standard cycle, the Chair will also make the faculty member aware that the TFR review may be cancelled—with approval by the College or the University—if a formal promotion review is scheduled during the same academic year as the scheduled TFR review.
- d. At least three weeks prior to the file closing date, provide notice to the Department's faculty and staff of the scheduled reviews for the year, and notify them of the opportunity to submit signed written statements to be included in the TFR file by the specified file closing date.
- e. If the reviewed faculty member has a shared-appointment agreement with another academic unit (see [Policy 6-303-III-C](#) and [Policy 6-001-III-A](#)), the Department Chair must notify that unit's administrator of the review at least thirty (30) calendar days in advance of the file closing date, giving notice of the TFR Committee meeting date and notice that the unit must submit a report to the Department Chair regarding the faculty member's contributions no more than ten (10) business days after the file closing date.

### 2.3 TFR File

- a. The faculty member undergoing a TFR Review shall submit the following items:
  1. A current, coherent, and complete curriculum vitae (CV).
  2. A written Personal Statement describing relevant activities and accomplishments for the period of time since the faculty member's most recent formal RPT or TFR review. The Personal Statement should describe the faculty member's professional development over time and future professional plans.
  3. Examples of research/creative activity or other types of evidence of research/creative activity.
  4. List of service work over the past five years -- for the department, college, and university.
  5. The faculty member may provide any other evidence they choose.
- b. The Department Chair shall submit the following items by the file closing date:
  1. Course evaluation results for the past five years (developed using the University's approved Course Feedback Instrument and Report, pursuant to [Policy 6-100-III-N](#)).

2. At least one faculty peer review report of the candidate's teaching (no more than one year old, unless the faculty member has not taught within the past year). Faculty peer review reports may involve a variety of metrics: classroom visits, inspection of course materials, consideration of pedagogical methods, inspection of sample student work, etc. At least one of the faculty peer review reports should be from a tenured member of the Department of Philosophy.
3. Prior TFR reports from the previous two TFR Reviews or; if only one prior TFR Review exists, the TFR report from the previous TFR Review and all reports from the previous Formal RPT Review; or if no previous TFR Review exists, all reports from the previous Formal RPT Review. In addition to the reports, these materials must include the CV at the time of the prior review(s), any response(s) from the reviewed faculty member, and any report(s) from a shared-appointment unit.
4. Any signed, written documents submitted for purposes of the review by any members of the Department faculty or staff.
5. A written summary of any research, teaching, and/or service contributions by the reviewed faculty member that the Chair is privy to as the administrator of the Department.
6. Evidence of faculty responsibility. If an administrative reprimand has been issued, that reprimand as well as the latest findings, decisions, or recommendations from University committees or officials arising from the concerns about the faculty member that led to the reprimand will be included in the reviewed faculty member's file.
7. Any signed, written report submitted by the head of the unit with whom a faculty member's appointment is shared [due ten (10) business days after the file closing].

#### 2.4 Faculty Member's Rights Regarding the TFR File

The reviewed faculty member is entitled to see all contents of the TFR file upon request at any time during the review process except any materials protected by confidentiality. The faculty member may respond to any item in the file by written comment submitted within five (5) business days after the specified file closing date. If the file includes a signed written report from a shared-appointment unit, the faculty member may submit a written response within three (3) business days after receipt of the shared-appointment

unit report.

## 2.5 File Closing

The file shall be closed no later than February 15 (or the soonest business day thereafter, if February 15 falls on a weekend or holiday), which shall be at least ten (10) business days before the TFR Committee meets and prepares its report; unless the reviewed faculty member has a shared appointment, in which case the file closing date shall be at least fifteen (15) business days before the TFR Committee meets and prepares its report. The file shall be made available to the TFR Committee only after the faculty member has responded to or waived their opportunity to respond to any item contained in the file.

## 2.6 TFR Committee Composition

Per University Policy, all *tenured* faculty members of the department—except for the Department Chair, Dean, and other administrators who are required by the regulations to make their own recommendations—are eligible to serve on the TFR Committee. No member of the TFR Committee may participate in their own review.

The TFR Committee shall elect the TFR Committee Chair and allocate duties as it deems appropriate.

There is a main TFR Committee, which consists of all tenured faculty members. From the membership of that main Committee there will be formed annually, for each reviewed faculty member, a smaller Subcommittee of three members approved by the main TFR Committee and assigned to prepare that reviewed faculty member's draft report. The members of each Subcommittee must be at or above the rank of the faculty member they are assigned to review.

If there are not at least three faculty members eligible to serve on the TFR Committee and TFR Subcommittee for a particular reviewed faculty member, the Department will consult with the Dean's Office for guidance regarding the "Small Academic Unit Rule" concept (as described in [Policy 6-303-III-E](#)).

## 2.7 Department TFR Committee Meeting and Committee TFR Report

- a. The TFR Committee meeting shall take place no later than April 5.
- b. All TFR Committee deliberations and documents are personnel actions and should be treated with confidentiality in accordance with University policy and state and federal law.
- c. Whenever practicable, the Department Chair shall advise all TFR Committee members on leave or otherwise absent of the review and shall request their written opinions in advance of the meeting. Absent members' written opinions shall be disclosed at the meeting and their votes regarding the Committee TFR Report shall be counted and recorded the same as other votes.

- d. By majority vote, the TFR Committee may invite other faculty members, including the Department Chair, to participate in the TFR Committee meeting and discussion of the report. These other participants do not vote.
- e. Prior to the TFR committee meeting, the TFR Subcommittee will meet to discuss the file and to prepare a draft report reflecting the faculty member's performance in teaching, research, and service. The report should not be based on any single area.
- f. The draft report shall include a faculty member's accomplishments and opportunities for further improvement. It must include the TFR subcommittee's overall findings and recommendations. In particular:
  1. The report must include a specific statement of whether the faculty member has made meaningful and sustained contributions such that they are meeting the standards for a tenured faculty member as described below in *Section 3. Criteria and Standards*.
  2. When appropriate, the report should include commendations and/or strategies and recommendations for improvement of a faculty member's performance.
  3. When appropriate, the report should include a timeline for follow-up reviews.
- g. If the faculty member under review holds a shared appointment, the report shall reflect discussion and consideration of any document submitted by the shared-appointment unit.
- h. The TFR Subcommittee may consult with the faculty member while preparing the report to ensure accuracy of included information or to discuss any contemplated recommendations.
- i. Following the TFR Committee meeting, the draft report must be shared with all TFR Committee members, and then, if needed, revised based on their review and feedback.
- j. The draft report, with any such revisions made, will become the Committee TFR Report when approved by vote of a majority of the TFR Committee members. The outcome of the vote (tallying yay, nay, abstain, and absent votes of all voting committee members) shall be included in the Committee TFR Report, and the

report will be signed by the TFR Committee Chair.

- k. The TFR Committee Chair shall send the Committee TFR Report to the reviewed faculty member, who has the opportunity but not the obligation to respond in writing within five (5) business days. The Committee TFR Report, and any written response of the reviewed faculty member, will be included in the TFR file.
- l. The TFR Committee Chair shall then send the TFR file, including the Committee TFR Report and any response from the reviewed faculty member, to the Department Chair and Dean.

## 2.8 Finalizing a TFR Report

- a. The departmental Committee TFR Report will serve as the Final TFR Report if no party seeks review of the report by the University Promotion and Tenure Advisory Committee (UPTAC).
- b. As provided in Policy 6-321, if the reviewed faculty member, the Department Chair, or the Dean disagrees with the Committee TFR Report, any of these parties may seek review by UPTAC. A party who chooses to seek review must notify UPTAC of that intention within fifteen (15) business days of receipt of the Committee TFR Report. UPTAC procedures and its role in finalizing the TFR report are described in [Policy 6-304](#) and [Policy 6-321](#).

## 2.9 Action after Final TFR Report

- a. If the faculty member is found to be meeting the standards for a tenured faculty member in the department, the cognizant Senior Vice President will formally acknowledge the evaluation and will consult with the Dean and Department Chair to designate an appropriate recognition for the achievement.
- b. If the faculty member is found not to be meeting the minimum standards required of a tenured faculty member in the department, the Dean and Department Chair, together with designated members of the TFR Committee and other faculty members as needed, shall work with the reviewed faculty member to implement the recommendations of the Final TFR Report.

## 2.10 Summary Timeline

- By January 15, provide notice to departmental TFR Committee of the faculty members due for review.
- By January 15 (but typically by the end of the previous academic year), provide notice to faculty member undergoing review.

- Three weeks before file closing: provide notice to the Department's faculty and staff of the scheduled reviews for the year; notify of opportunity to submit signed written statements to be included in the TFR file by the specified file closing date.
- February 15 (or soonest business day after weekend): file closing.
- No later than March 15 (or soonest business day thereafter): TFR Subcommittee prepares and circulates draft report to the TFR Committee.
- TFR Committee meets no sooner than 10 days after file closing (15 days in case of joint appointment), no later than April 5.
- Faculty member undergoing review has five business days to respond to TFR report; TFR file finalized at that point.
- By April 15, TFR file to Chair and Dean.

### 3. **Criteria and Standards**

- A. The review shall result in a determination of whether the reviewed faculty member is meeting the standards for a tenured member in the Department.
- B. Areas considered in TFR are quality of performance (a) in scholarship and research/creative activity; (b) as a teacher; and (c) of service to the University, profession, and public.
- C. Diversity is a core value of the University of Utah as expressed in the University's Mission Statement. In addition, as articulated in the 2025 Strategy Refresh, the University defines equity, diversity, and inclusion as key elements of research/creative activity, teaching, and service. This Department shares this mission and these values.
- D. In order to make meaningful and sustained contributions, a tenured faculty member in the department must:
  1. Contribute to the research mission of the University through engagement in a sustained research/creative activity program, which might include:
    - a. Publishing original work in high quality venues, which is the primary measure of research excellence. Quality is more important than quantity. The principal markers of quality in publication venues are -- whether in journals, books, or other types of publications -- a rigorous *peer review* process, low *acceptance rates*, and wide *recognition* within the profession. Venues widely recognized as high quality typically use an anonymous review process with at least two reviewers, while enforcing very low acceptance rates.

- b. Refereed online publications count equally to their print counterparts. For example, a publication in a quality, refereed online journal has the same standing as a publication in a quality refereed print journal; and a solicited contribution to a quality online anthology or encyclopedia has the same standing as a solicited contribution to a quality print anthology or encyclopedia.
  - c. In conjunction with producing high quality publications, faculty members are expected to engage in a variety of additional research-related activities. For example, faculty members should seek to present their work to other philosophers and scholars, especially at national and international conferences and symposia; faculty members also may attend conferences, participate in workshops, or other activities that promote interaction with others in one's field. And although research supported by external grants is not the norm in philosophy, successful grant and fellowship applications may also be considered as positive indications of research quality.
2. Make sustained contributions to the teaching mission of the Department and University through engagement in course instruction, curriculum/program development, and student advising and mentoring. The Department of Philosophy values and supports excellence in teaching, and strives to be on the leading edge of innovation in the classroom. The Department of Philosophy affirms how central this activity is to the core mission of the university and will carefully consider it in TFR reviews.
- d. Tenured faculty are expected to be effective and committed teachers of both undergraduate and graduate students.
  - e. Courses should demonstrate effective use of current pedagogical techniques, and course content should be up to date in relation to the professional literature.
  - f. Expectations of students should be clearly defined in syllabi, in compliance with university syllabus guidelines (<https://cte.utah.edu/instructor-education/syllabus/syllabus-checklist.pdf>).
  - g. Grading of student work must be fair and unbiased.
  - h. The Department encourages teaching in interdepartmental and interdisciplinary programs, and contributions in these areas are considered in the evaluation of teaching.
  - i. Curriculum and Program Development. Examples of these kinds of contributions include development and teaching of new courses, development of new curricula or programs for the Department, and



publication of textbooks or other teaching materials.

- j. Student Advising and Mentoring. Activities in this area include (1) general student advising and mentoring, (2) chairing and serving on graduate student committees, (3) directing undergraduate research or thesis projects, or (4) including students in research and as co-authors in scholarly work.
3. Provide sustained service contributions to the profession, the University, and/or the public. The Department of Philosophy considers service to be an integral part of professional growth, and it urges members to seek and accept opportunities to serve the department, the college, the university, the community, and the profession.
- a. Opportunities for service to the university include but are not limited to departmental service assignments (at the discretion of the department chair). Beyond the department, service on committees for the college and the university. Some of these assignments are made by the department chair; other service assignments may result from invitations by various university officials.
  - b. Service to the profession, which includes, but is not limited to, office-holding and committee service in professional societies; editing and refereeing for journals and conference proceedings; organization of professional meetings, workshops, and conferences; and serving as the external member of the dissertation committees of students at other institutions.
  - c. Service to the community includes, but is not limited to, work on off-campus committees; public discussions, radio and television appearances; lectures to community groups; public outreach; and participation in civic activities. Academically related service to the wider community can also be a significant part of a candidate's service profile.
- E. The Department of Philosophy recognizes that some faculty activities may potentially fit more than just one of the three categories of research, teaching, and service as noted above. For such a case, in preparing the draft report the TFR Subcommittee shall, in consultation with the faculty member under review, determine to which category to assign the activity in question or how to apportion credit for it across different categories, but in no case will a given activity be counted fully in more than one category.

#### **4. Relationship to Other Processes**

In the course of any review of a tenured faculty member, if an issue arises under the Code of Faculty Rights and Responsibilities ([Policy 6-316](#)), such as an issue that is appropriate for consideration by the University's Office of Equal Opportunity and Affirmative Action ([Policy 1-012](#)), the Senate Committee on Academic Freedom and Faculty Rights ([Policy 6-010](#)), or the Senate Consolidated Hearing Committee ([Policy 6-011](#)), that issue should proceed as is appropriate under the relevant Policy. If a case is referred to or a complaint filed with one of these bodies, those entities may request that the tenured faculty review process be suspended until the matter is resolved.

Version 2021

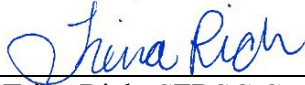
Approved Senate Faculty Review Standards Committee: April 21, 2020 and December 10, 2020

Approved Senior Vice President for Academic Affairs: October 28, 2020 and December 10, 2020

Approved Senior Vice President for Health Sciences: February 1, 2021

## **Appendix A: Notices of Final Approval of TFR Statement**

*Review Committee Approval:*



\_\_\_\_\_  
Trina Rich, SFRSC Committee  
Secretary

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September 14, 2023

Date

*Senior Vice President Approval:*



\_\_\_\_\_  
Sarah Projansky, Designee

\_\_\_\_\_  
September 19, 2023

Date