

Academic Policies and Procedures

Department of Philosophy and Religious Studies

The faculty of the Department of Philosophy and Religious Studies are committed to developing and maintaining high quality academic programs. For the purpose of upholding the department's academic standards, the following academic policies and procedures serve to supplement existing policies and procedures of the College and the University.

1. All curriculum changes must be approved by a simple majority of the tenured (T), tenure-track (TT), and senior lecturer (SL) faculty in the department.
2. All new course proposals, including proposals for significant revisions of existing courses, must be approved by a simple majority of the T/TT/SL faculty in the department. This does not include proposals for Special Topics and Seminars.
3. All course syllabi produced by first-year faculty in the department will be reviewed by at least two faculty syllabus mentors assigned by the department chair, and must be approved by the department chair. All course syllabi for review should be submitted at least one month before the first day of classes.
4. In order to teach courses at the 300-level or above, the instructor must hold a terminal degree in the relevant discipline. Exceptions to this policy may be made if the prospective faculty member has expertise in the given area as demonstrated by professional experience. In such a case:
 - a. The chair will present the evidence of expertise for teaching the course to the Personnel Committee. The members of the Personnel Committee plus the chair will approve or not approve the specific course by simple majority vote.
 - b. The specific evidence of expertise will be added to the faculty member's file.
 - c. The chair will assign a T/TT faculty mentor to the faculty member in order to assist with any questions and concerns potentially not encountered in lower-division courses.
5. All syllabi for courses at 300 level or above to be taught for the first time by faculty without a terminal degree in the relevant discipline will be reviewed by at least two faculty syllabus mentors assigned by the department chair, and must be approved by the department chair. All course syllabi for review should be submitted at least one month before the first day of classes.
6. When an instructor offers a Web-based course for the first time, his or her course syllabus and the content delivery method will be reviewed by at least two faculty syllabus mentors assigned by the department chair, and must be approved by the department chair. All course syllabi for review should be submitted at least one month before the first day of classes.
7. All instructors on 50% or more contracts must schedule and maintain at least three hours of office time each week. All instructors on less than 50% contracts must schedule and maintain at least two hours of office time each week. Instructors should also be willing to make appointments for students outside office hours.
8. All classes in the department, with the exception of Individual Studies and Senior Thesis, must be evaluated by using the SEOI forms. The evaluations are usually administered during the last

week of classes of the academic quarter. The instructor must not be present in the classroom during the evaluation process.

9. Students interning as a TA usually should have a minimum cumulative GPA of 3.0.
10. The department will annually produce a tentative two-year schedule of course offering.
11. At the first faculty meeting of each academic year, a standing Scholarship Committee of at least two members shall be elected from the T/TT faculty. The committee must include representation from both Philosophy and Religious Studies faculty. The committee shall review candidates for department scholarships and awards, and shall present a candidate for each award or scholarship at a meeting of the T/TT/SL faculty, who will then vote by simple majority.
12. Each year the department will award summer research and summer teaching grants, which are available to T/TT/NTT faculty, budget permitting. Prior to the application deadline, the department chair will announce the total funds available and eligibility for summer teaching grants and summer research grants. The rules concerning such grants are as follows:
 - a. Grants are to be given in fixed amounts as follows: If a grant is requested for salary alone, the amount is \$700 (of which 28%, however, will be withheld by the university as a service fee). If the grant includes goods and services, the amount is up to \$500 (all of which will be received by the grantee).
 - b. Faculty members may apply for, and receive, no more than one summer grant per year.
 - c. Any faculty member who receives a summer grant in a given year will be ineligible to apply for a summer grant in the following year.
 - d. Once the application deadline is passed, the department chair will ensure that each proposal is reviewed by a summer grants committee composed of two of the department's faculty. No proposal shall be reviewed by the faculty member who submitted it. In order to respect this rule, the chair will form as many summer grant committees as are necessary to review the proposals. (Faculty members may serve on more than one of these committees.)
 - e. The summer grants committee(s) will make funding recommendations to the chair. The recommendations shall be based solely on the merits of each individual proposal, without consideration of available funds or comparison with other proposals.
 - f. Funds will be disbursed for recommended proposals at the chair's discretion. If the total amount of funding requested in the recommended proposals exceeds the available funds, the chair shall endeavor to prioritize proposals from faculty who received no funding two years previously.
 - g. The funded proposals, and the amounts in which they are being funded, will be disclosed to the faculty at an all-department meeting.
13. Following nomination by a tenured faculty member, recommending a retired faculty member for emeritus status will be determined by a simple majority vote of T/TT/SL faculty.
14. NTT faculty will get priority when distributing summer teaching assignments. Senior Lecturers will be prioritized among NTT faculty. The department will strive for equitable distribution among NTT faculty.
15. At least 70% of the content of "diversity courses" must focus on issues and perspectives that have not been privileged within the history of Western philosophy. At least 70% of the content of "contemporary-based courses" must be from twentieth- or twenty-first-century texts.
16. Any revision of this document must be approved by a simple majority of the T/TT/SL faculty.

(Revised by T/TT/SL faculty on September 18, 2015)