

# Academic Policies and Procedures

## Department of Philosophy and Comparative Religion

The faculty of the Department of Philosophy and Comparative Religion 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 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 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 a faculty syllabus mentor assigned by the department chair and must be approved by the department chair. 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 Department Personnel Committee. The members of the Department Personnel Committee plus the chair will approve or not approve the specific course by majority vote.
  - b. The chair will assign a T/TT faculty mentor to the faculty member in order to assist with any questions or concerns.
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 a faculty syllabus mentor assigned by the department chair and must be approved by the department chair. Course syllabi for review should be submitted at least one month before the first day of classes.
6. When an instructor offers an online course for the first time, the course syllabus and the content delivery method will be reviewed by a faculty syllabus mentor assigned by the department chair and must be approved by the department chair. 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 of office hours.

8. Students interning as TAs must have a minimum cumulative GPA of 3.0. Exceptions can be made by a majority vote of T/TT/SL faculty.
9. The department will annually produce a tentative two-year schedule of course offerings.
10. To select students for department scholarships and awards, the chair will ask for nominations from the whole department. The department will discuss the nominations, and final selections will be made by a majority vote of T/TT/SL faculty.
11. Following nomination by a tenured faculty member, recommending a faculty member for emeritus status will be determined by a majority vote of T/TT/SL faculty.
12. 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.
13. At least 70% of the content of “contemporary analytic and Continental philosophy” courses must be from twentieth- or twenty-first-century texts.
14. At least 70% of the content of “Asian philosophy” courses must focus on South, Southeast, and East Asian philosophy.
15. At least 70% of the content of “noncanonical philosophy” courses must focus on issues and perspectives that have not been privileged within the history of Western philosophy.
16. Any revision of this document must be approved by a majority vote of T/TT/SL faculty.

(Revised by T/TT/SL faculty on November 5, 2024)