

OPERATING PAPER
DEPARTMENT OF PHILOSOPHY
SOUTHERN ILLINOIS UNIVERSITY AT CARBONDALE

Article I. Name

The name of this organization shall be "the Department of Philosophy," hereinafter called "the Department." It is a constituent division of the College of Liberal Arts, Southern Illinois University at Carbondale, and the Southern Illinois University System.

Article II. Policy and Governance

Section A. *Policy*

The provisions of this Operating Paper are subject to the official Policies and Procedures of Southern Illinois University at Carbondale and to the Collective Bargaining Agreement between the Board of Trustees of Southern Illinois University and the SIUC Faculty Association, IEA/NEA. All judgments and treatments with respect to faculty, staff, and students in the Department will be made in accordance with the SIUC Affirmative Action Policy Statement in effect as of the effective date of this Operating Paper

Section B. *Governance*

The Department shall be governed by two committees, the Faculty Committee and the Departmental Committee, each with its specific charges as contained in Articles III and IV of this document.

Article III. Faculty

Section A. *Membership*

1. *Full Faculty.* All persons holding full-time tenured or tenure-track faculty appointments within the Department, and all employees of the University with at least half-time appointment *and* tenure in the Department, shall be Full Members of the Faculty. In addition, tenured and tenure-track faculty on leave of absence for a period of one year or less shall be Full Members of the Faculty. Full Members of the Faculty shall have all privileges and responsibilities of membership on the Faculty, including voting rights on appropriate faculty committees and the Departmental Committee (formerly the Committee of the Whole). Full Members of the Faculty are hereinafter referred to as "Faculty."

2. *Term Faculty.* All persons holding full-time or at least half-time terminal faculty appointments within the Department shall be Term Faculty. Full time Term Faculty shall have voting rights on the Departmental Committee. Retired faculty who hold at least half-time appointments shall be considered Full Faculty, and shall have all privileges and

responsibilities of membership in the Faculty, including voting rights on appropriate faculty committees and the Departmental Committee.

3. *Associate Faculty.* Emeritus faculty and retired faculty of the Department not currently employed by the University in at least half-time capacity, and faculty with term appointments (except as noted in Article III, Section A, Subsection 2 above) shall be Associate Members of the Faculty. Associate Members shall have responsibilities of membership appropriate to their association with the Department, and all privileges of membership except voting rights on faculty committees and the Departmental Committee. Associate Members of the Faculty are hereinafter referred to as "Associate Faculty."

4. *Adjunct Faculty.* Upon recommendation of the Department Chair, the Department may designate persons as Adjunct Faculty for a specified period of time. Adjunct Faculty may be given specific privileges within the Department and the University as designated on an individual basis.

Section B. *Faculty Committee*

1. *Definition.* The Faculty Committee shall be charged with decisions concerning personnel matters with respect to all faculty categories as defined in Article III, Section A and the office of the Chair, and with respect to the admission, advancement, examination, and appointment of students. The Faculty Committee shall have subcommittees as specified in this document.

2. *Membership.* All Full Members of the Faculty shall be members of the Faculty Committee.

3. *Meetings.* Meetings of the Faculty Committee shall be called by the Department Chair. The Chair shall call a meeting of the Faculty Committee in a prompt fashion upon receipt of a petition of at least 25% of the Faculty.

4. *Notification.* The Department Chair shall notify all Faculty of all meetings of the Faculty Committee at least seven days prior to the date of the meeting. All notifications of meetings of the Faculty Committee shall be accompanied by an agenda of business to be discussed, including the minutes of the previous meeting.

5. *Quorum.* The quorum for a meeting of the Faculty Committee shall be a majority of the Faculty, excluding members who are on leave of absence.

6. *Minutes.* The Secretary of the Faculty Committee (as defined in this document) shall record the business of all regular and called meetings of the Faculty, including attendance. Approval of the minutes of the preceding meeting shall be the first order of business, following announcements, at each meeting.

7. *Proxy.* Proxy participation or voting shall not be permitted.

8. *Absentee Voting.* Faculty may vote absentee on any agenda item of any meeting by notifying the Department Chair of their vote prior to the meeting.

Article IV. Departmental Committee

Section A. *Definition* The Departmental Committee shall have the responsibility for formulating policies for the Department, including curriculum changes and changes in degree requirements, and for conducting any business not specifically reserved to the Faculty Committee. The Departmental Committee shall have subcommittees as specified in this document.

Section B. *Membership* All members of the Full Faculty, and all full time Term Faculty, shall be members of the Departmental Committee. There shall be two voting graduate student representatives on the Departmental Committee, one representing M.A. students and one representing Ph.D. students. Graduate student representatives shall have the right to have items of concern placed on the printed agenda of regular or special meetings, and they shall have the right to present motions and to make recommendations at meetings. Graduate student representatives shall be elected by the graduate student organization. In the event that no such organization is functional at the beginning of the Fall semester of the academic year, graduate student representatives shall be appointed by the Department Chair until such time as an election is held by the graduate student organization. One undergraduate major, non-voting, selected by the Director of Undergraduate Studies, shall be invited to attend the meetings of the Departmental Committee and to represent undergraduate concerns.

Section C. *Meetings*

1. *Frequency.* Regular meetings of the Departmental Committee shall be called by the Department Chair. They shall be held as often as necessary to conduct the business of the Department, provided that they are held at least once each semester. The Department Chair shall call a meeting of the Departmental Committee in a prompt fashion upon receipt of a petition of at least 25% of the members of the Departmental Committee.
2. *Notification.* The Department Chair shall notify all members of the Departmental Committee of all meetings at least seven days prior to the date of the meeting. All notifications of meetings of the Departmental Committee shall be accompanied by an agenda of business to be discussed at that meeting including the minutes of the previous meeting. The Department Chair shall post notice of Departmental Committee meetings in the departmental office.
3. *Quorum.* The quorum for the Departmental Committee shall be a majority of all members of the Departmental Committee excluding members who are on leaves of absence.
4. *Minutes.* The Secretary of the Departmental Committee shall be the Secretary of the Faculty Committee, and shall record the business of all regular and called meetings of the Departmental Committee, including attendance.
5. *Proxy.* Proxy participation or voting shall not be permitted.

6. *Absentee Voting.* Faculty may vote absentee on any agenda item of any meeting by notifying the Department Chair of their vote in writing **or by email** prior to the meeting.

Article V. Officers of the Department

Section A. *Department Chair*

1. *Definition.* The Department Chair is the administrative and executive officer of the Department and its spokesperson to the University administration, the University community, and to external society. The Department Chair serves as Chair of the Faculty Committee and the Departmental Committee, in addition to other responsibilities as defined below.

2. *Nomination.* In a timely fashion before the end of the term of office of a Department Chair, or in the event that the office is vacated before the end of a normal term of office, a Search Committee composed of at least three members of the Faculty and one graduate student chosen by the Graduate Philosophy Union shall be established to identify nominees to fill the position. For internal searches for a Department Chair, the Search Committee shall be the Nominating Committee (see Article V, Section A) and one graduate student chosen by the Graduate Philosophy Union. For external searches the Faculty members of the Search Committee shall be selected by secret ballot by the Faculty from a slate of up to six members of the Faculty presented to it by the Nominating Committee. Members of the Search Committee shall be selected by secret ballot by the Faculty. After appropriate deliberation, the Search Committee shall present to the Faculty a list of nominees for the position of Department Chair.

3. *Term of Office.* The Faculty shall select the Department Chair by majority vote in a secret ballot. The vote of the Faculty shall be reported to the Dean of the College of Liberal Arts as the recommendation of the Department. The Department Chair is appointed by the University Administration, after the Department has made its recommendation, for a term of three years. Upon the recommendation of the Faculty and with the approval of the Administration, the Department Chair may serve additional terms. The Faculty reserves the right, upon a three-fourths majority vote by secret ballot, to petition the Dean to remove the Chair.

4. *Acting and Interim Department Chair.* The Department Chair shall appoint an Acting Chair to function during the Department Chair's temporary short-term absence and shall notify the Faculty of each such appointment. The Faculty shall recommend and nominate to the Dean the appointment of an Interim Chair to serve (a) between the terms of regular Department Chairs, or (b) when the Department Chair is on leave for as long as one semester.

5. In the event that an Interim Chair must be appointed between May 16 and August 16, and the faculty have had no timely advance notice of the need for such appointment to convene a meeting and recommend an appointment to the Dean before May 16, the appointment of a tenured faculty member on contract shall be made by the Dean in consultation with available department faculty. Such an appointment must be retroactively approved by faculty at the beginning of the next academic year. Non-approval by faculty would trigger a new search for an

interim or regular Department Chair who would begin service at the beginning of the following Spring semester. Whenever there is no regular Department Chair on contract, all interim or acting Chair appointments must be accompanied by a contract at the faculty member's regular monthly salary to be effective.

6. *Duties.*

a. *General Administrative Duties.*

- i. The Department Chair shall serve as the Administrator of the Department and its staff, establishing priorities for the purchase of equipment, commodities, contractual services, and space in accordance with agreed upon policies and goals.
- ii. The Department Chair shall serve as the Executive Officer of the Department, coordinating teaching, research, and other assignments for Faculty, Term Faculty, Associate Faculty, Adjunct Faculty, and Graduate Students.
- iii. The Department Chair shall be responsible for implementing all relevant University, College, and Departmental policies.
- iv. The Department Chair or the Department Chair's delegate shall preside at all meetings of the Faculty Committee, the Departmental Committee, meetings of the Faculty, and appropriate *ad hoc* committees.
- v. The Department Chair shall promptly announce special meetings of the Faculty Committee and the Departmental Committee, upon receiving an appropriate petition.
- vi. The Department Chair shall serve as an *ex officio* member of every committee except the Grievance Appeals Committee. Except for those committees on which the Department Chair serves as Chair, the status of the Department Chair shall be *ex officio* non-voting. The Department Chair may designate a substitute to represent him or her on committees on which he or she serves in an *ex officio* non-voting capacity.
- vii. At the beginning of each academic year, the Chair shall convene meetings of all standing committees for the purpose of discussing agenda for the coming year.

b. *Duties Regarding Graduate and Undergraduate Programs.*

- i. The Department Chair shall appoint a Director of Graduate Studies after consulting individually with the members of the Graduate Committee.
- ii. The Department Chair shall appoint a Director of Undergraduate Studies after consulting individually with the members of the Undergraduate Committee.
- iii. The Department Chair shall consult with the Director of Graduate Studies before making a decision that pertains to the graduate program.
- iv. The Department Chair shall consult with the Director of Undergraduate Studies before making a decision that pertains to the undergraduate program.

c. *Duties Regarding Faculty.*

- i. On matters pertaining to the appointment of Faculty, Term Faculty, Associate Faculty, or Adjunct Faculty, the Department Chair shall act according to the vote of the Faculty, which shall have voted by secret ballot on recommendations of an *ad hoc* Search Committee. In such cases, the *ad hoc* Search Committee shall be selected in the same fashion as the *ad hoc* Search Committee for the office of Department Chair. (See Article V, Section A. Part 2 of this operating paper.)
- ii. The Department Chair shall evaluate all nontenured faculty in tenurable ranks annually and inform them in writing of their professional performance. Annual pre-tenure performance evaluation letters shall be part of Faculty members' promotion and/or tenure dossiers. However, the evaluation of a tenure-track candidate's third year shall include the results of a vote of the entire tenured faculty indicating whether the candidate is making satisfactory progress toward tenure. Such votes may be accompanied by recommendations that candidates be given notice that their employment will terminate in twelve months. The evaluation shall be made with regard to the criteria, standards, and guidelines cited in Section V. A and V. B of the section on "Employee Development and Advancement" in the *Faculty and Administrative Staff Handbook*, and shall follow the guidelines set out in Section V. D. of that document. The Department Chair is responsible for mentoring and advising all faculty in new tenure-track appointments.
- iii. On matters pertaining to promotions, the Department Chair shall act according to the vote by secret ballot of an *ad hoc* Personnel Committee composed of all Faculty who are senior in rank with respect to the candidate. The Department Chair and the *ad hoc* Personnel Committee shall act in accordance with appendix A of this document, which constitutes departmental promotion and tenure guidelines.
- iv. On matters pertaining to tenure, the Department Chair shall act according to the vote by secret ballot of an *ad hoc* Personnel Committee composed of all tenured Faculty. The Department Chair and the *ad hoc* Personnel Committee shall act in accordance with appendix A of this document, which constitutes departmental promotion and tenure guidelines.
- v. The Department Chair shall determine merit salary increases for each faculty member during each year in which merit funds are available. Merit increase shall be determined by taking into consideration: (1) research (including publications and presentations); (2) service to the Department, the College, the University, the Profession and the Community; (3) teaching and related activities such as directing theses and dissertations, the development or implementation of courses, conducting teaching workshops, and guest lecturing. Each of these categories shall be weighted in accordance with the faculty member's assigned effort reports for the period under consideration. Before submitting any merit increase recommendation to the Dean, the Department Chair shall notify each affected faculty member of the recommendation insofar as it

pertains to the affected faculty member, and the Department Chair shall provide ample time for the faculty member to review and respond to the Department Chair's recommendation.

- vi. The Department Chair shall be responsible for the timely circulation to the Faculty, Associate Faculty, and Adjunct Faculty of announcements and other information which has been sent to the Department or the Department Chair and which is of legitimate interest to the Faculty, Term Faculty, Associate Faculty, or Adjunct Faculty.

d. *Duties Regarding Representation.*

- i. The Department Chair shall represent the Department to the administration of the College, and where appropriate to the University and System.
- ii. The Department Chair represents the Department at University functions.
- iii. The Department Chair represents the Department at public functions.

Section B. *Secretary*

1. *Definition and Appointment.* The Department Chair shall appoint a Secretary.
2. *Duties.* The Secretary shall record the business of all regular and called meetings of the Faculty Committee and the Departmental Committee, including attendance. The Secretary shall be the custodian of the permanent records of the Department.

Section C. *Director of Graduate Studies*

1. *Definition and Appointment.* The Director of Graduate Studies shall be appointed by the Chair after consultation individually with the members of the Graduate Committee, and, with the assistance of the office secretary, shall oversee the day-to-day operation of the Graduate Office. The term of the Director of Graduate Studies shall be two years, and may be renewed by the Department Chair.
2. *Duties.* The Director of Graduate Studies shall serve as the Chair of the Graduate Committee and shall be responsible for administering the graduate program of the Department. The Director of Graduate Studies shall: a) screen student admission applications (with the assistance of the Graduate Committee); b) supervise the maintenance of student records; c) advise applicants and newly admitted students; d) conduct an advisement program for continuing students; e) disseminate information pertinent to available courses, requirements, policies, etc.; f) monitor student progress toward the degree; g) coordinate the preparation, administration, and grading of comprehensive and preliminary examinations, as well as post-examination notification and consultation.

Section D. *Associate Director of Graduate Studies*

1. *Definition and Appointment.* An Associate Director of Graduate Studies may be appointed from the membership of the Graduate Committee by the Director of Graduate Studies with approval of the Department Chair and the Graduate Committee.
2. *Duties.* The Duty of the Associate Director of Graduate Studies shall be to assist the Director of Graduate Studies.

Section E. *Director of Undergraduate Studies*

1. *Definition and Appointment.* The Director of Undergraduate Studies shall be appointed by the Department Chair after consultation individually with members of the Undergraduate Committee. The term of the Director of Undergraduate Studies shall be two years, and may be renewed by the Department Chair.
2. *Duties.* The Director of Undergraduate Studies shall be responsible for: a) conducting a program for recruiting and advising undergraduate majors and minors; b) disseminating to undergraduates information pertinent to available courses, requirements, policies, etc.; c) sponsoring an undergraduate philosophy organization; d) assisting the Department Chair with respect to the undergraduate program; and e) supervising the departmental honors program, including annual selection of an outstanding senior philosophy major.

Section F. *Associate Director of Undergraduate Studies*

1. *Definition and Appointment.* An Associate Director of Undergraduate Studies may be appointed by the Director of Undergraduate Studies with approval of the Department Chair and the Undergraduate Committee.
2. *Duties.* The Duty of the Associate Director of Undergraduate Studies shall be to assist the Director of Undergraduate Studies.

Section F. *Graduate Placement Officer.*

1. *Definition and Appointment.* A Graduate Placement Officer shall be appointed by the Department Chair after consultation with the members of the Graduate Placement Committee. The term of the Graduate Placement Officer shall be one year, and may be renewed by the Department Chair.
2. *Duties.* The duties of the Graduate Placement Officer shall be to aid graduate students in their search for employment.

Article VI. Standing Committees

The following committees shall be established as standing committees of the Departmental Committee, except as noted. Except as noted, members shall be elected in the Spring semester to serve for a term of one full year, beginning with the Fall semester. Unless otherwise noted, the members of standing committees shall elect their own chairs. Meetings of standing committees shall be called by the Committee Chair on a regular basis or by the Committee Chair promptly upon receipt of a petition of one third of the members of the Committee.

Section A. *Nominating Committee*

The Nominating Committee shall be a subcommittee of the Faculty Committee. See Article XI Section A.

Section B. *Graduate Committee*

1. *Membership.* The Graduate Committee shall consist of the Director of Graduate Studies, who shall serve as Chair, three members of the Faculty, and one graduate student. Faculty members of the Graduate Committee, except for the Director of Graduate Studies, shall be elected by the Faculty. The nominating committee should strive to select candidates that represent a range of tenure-track ranks and research specialties. The four members of the committee must not be all from the same rank or all from the same philosophical tradition. The graduate student member of the Graduate Committee shall be elected by the Graduate Student Organization. In the event that no such organization is functional at the beginning of the Fall semester of the academic year, the graduate student representative shall be appointed by the Department Chair until such time as an election is held by the graduate student organization.
2. *Duties.* The Graduate Committee shall assist the Director of Graduate Studies in supervising graduate programs. All members of the Graduate Committee shall have voting privileges (except that the graduate student shall not vote on matters involving individual student evaluations). The Committee shall act on all policy matters concerning the graduate program that require no change in the catalog and no change to any official departmental document. With respect to policy matters concerning the graduate program, it shall make recommendations to the Departmental Committee for action as appropriate. Before making recommendations for changes in course offerings or curricular requirements, it shall refer proposed changes to the Curriculum Committee to insure adequate coordination with undergraduate course offerings and curricular requirements. The Committee shall form *ad hoc* committees to prepare, administer, and grade M.A. comprehensive examinations and Ph.D. preliminary examinations, and it shall review such examinations on a regular basis. The Committee shall supervise graduate admissions, advising, and the awarding of graduate assistantships and fellowships. It shall recommend members of the Faculty for graduate faculty status. It shall work with the Graduate Student Organization to ensure that current operating papers for that organization are on file with the department.

Section C. *Undergraduate Committee*

1. *Membership.* The Undergraduate Committee shall consist of the Director of Undergraduate Studies, who shall serve as Chair, two members of the Faculty, and one undergraduate student. Faculty members of the Undergraduate Committee, except for the Director of Graduate Studies, shall be elected by the Faculty and shall be of different ranks. The undergraduate member of the committee shall be elected by the Undergraduate Student Organization. If an Undergraduate Student Organization is not functioning, the undergraduate member of the committee shall be appointed by the Department Chair.
2. *Duties.* The Undergraduate Committee shall be responsible for planning undergraduate course offerings in coordination with the Graduate Committee, establishing requirements for the major, advising, and planning of honors courses and awarding of honors. It shall work with the

Undergraduate Student Organization to ensure that current operating papers for that organization are on file with the Department. With respect to policy matters concerning the graduate program, it shall make recommendations to the Departmental Committee for action as appropriate.

Section D. *Colloquium and Special Events Committee*

1. *Membership.* The Colloquium Committee shall consist of three members of the Faculty and one graduate student. Faculty members shall be appointed by the Department Chair and shall represent a range of research specializations and tenure track ranks, insofar as possible. The Graduate student member of the Colloquium Committee shall be elected by the Graduate Student Organization. In the event that no such organization is functional at the beginning of the Fall semester of the academic year, graduate student representatives shall be appointed by the Department Chair until such time as an election is held by the graduate student organization.
2. *Duties.* It shall be the duty of the Colloquium and Special Events Committee to arrange a series of Colloquia, including invited as well as local speakers, soliciting input from faculty in order to insure that the series reflects the diversity of research specializations in academic philosophy. It shall also be the duty of the Colloquium and Special Events Committee to see that all related scheduling and reimbursement arrangements are made.

Section E. *Grievance Appeals Committee*

1. *Membership.* The Grievance Appeals Committee shall consist of the Nominating Committee. If any Committee members are named in the complaint as defined below, those not named will meet to reconstitute the Committee.
2. *Jurisdiction.* The Grievance Appeals Committee will hear complaints one faculty member may have against another faculty member of the Department about matters other than sexual harassment, after informal resolution via the chair has failed.
3. *Pre-hearing Procedure.* Within fifteen class days (days on which classes are held) of receipt of a written complaint which a faculty member (hereafter “grievant”) files objecting to an action or conduct of any other faculty member, the Grievance Appeals Committee will meet to determine whether to dismiss the complaint or hold a hearing. The Committee shall dismiss the complaint if the Committee determines either: a) the grievant is not adversely affected by the action; or b) the complaint is subject to the University Policy on Sexual Harassment; or c) the grievant has filed the complaint more than forty class days after the grievant has become aware of the action which is being grieved; or d) the complaint does not state the grievant’s name, the name of the person against whom the grievance is filed, a description of the incident, the date(s) of its occurrence or discovery, and the remedy sought.
4. *Hearing Procedure.* If the Grievance Appeals Committee, after convening, decides not to dismiss the complaint, then within fifteen class days, on a date suitable to both sides, the Committee will hold a hearing on the merits of the complaint, letting each side, with an adviser

or counsel (who must remain silent) present, call witnesses, question each other's witnesses, present evidence, and summarize its case within time limits which the Committee may impose equally on both sides. The Committee shall issue a ruling only after having proposed voluntary agreement that either side rejected.

Section F. *Computer and Equipment Committee*

1. *Membership.* The Computer and Equipment Committee shall consist of at least two members of the Faculty, appointed by the Department Chair, who are knowledgeable about the equipment and computing needs of the Department.
2. *Duties.* The Computer and Equipment Committee shall periodically review the equipment and computing needs of the Department, seek to facilitate equipment and computer usage within the Department, and make periodic reports to the Chair.

Section G. *Curriculum Committee*

1. *Membership.* The Curriculum Committee shall consist of the Director of Graduate Studies, the Director of Undergraduate Studies, and at least one other member of the Faculty who shall be appointed by the Department Chair.
2. *Duties.* The Curriculum Committee shall consider all proposals for changes in the Department's course offerings or curricular requirements, referring them to the Departmental Committee for action as appropriate and as required by College and University procedures. It shall be the task of the Curriculum Committee to review periodically the Department's course offerings and to coordinate the work of the Graduate and Undergraduate Committees as the work of those committees pertains to the curriculum.

Section H. *Research Committee*

1. *Membership.* The Research Committee shall consist of three members of the Faculty, appointed by the Chair.
2. *Duties.* The Research Committee shall gather and disseminate to the faculty information concerning opportunities for the funding of their research, and shall advise the Department Chair on such matters.

Section I. *Graduate Placement Committee*

1. *Membership.* The Graduate Placement Committee shall consist of three members of the Faculty, one graduate student, and the Director of Graduate Studies, who shall serve *ex officio*. Faculty members of the committee, except for the Director of Graduate Studies, shall be appointed by the Chair. The graduate student member of the committee shall be elected by the Graduate Student Organization.
2. *Duties.* The Graduate Placement Committee shall aid graduate students in their search for employment.

Article VII. *Ad Hoc* Committees

Ad hoc committees, including Search Committees, Promotion Committees, and Tenure Committees, shall be established by and function in accordance with the Policies and Procedures of Southern Illinois University at Carbondale, the College of Liberal Arts, and the Department's own Operating Paper (see appendix A). *Ad hoc* committees may be committees of the Departmental Committee, committees of the Faculty Committee, or committees appointed by and reporting to the Department Chair.

Article VIII. Parliamentary Authority

The parliamentary authority for all meetings of the Department, including its various committees, shall be *Robert's Rules of Order, Newly Revised*, provided that *RNR* is not inconsistent with the laws and regulations of the State of Illinois, the Southern Illinois University System, Southern Illinois University at Carbondale, the College of Liberal Arts, or the Operating Paper of the Department.

Article IX. Amendments

The provisions of this Operating Paper, with the exception of its provisions that pertain to Faculty personnel matters, may be amended at any regular or called meeting of the Departmental Committee by two-thirds of the members present and voting, provided that the amendment has been presented at a previous meeting or has been distributed in writing or by email to the full membership of the Departmental Committee thirty days prior to the meeting. Provisions having to do with Faculty personnel matters may be amended at any regular or called meeting of the Faculty Committee by two-thirds of the members present and voting, provided that the amendment has been presented at a previous meeting or has been distributed in writing or by email to the full membership of the Faculty Committee thirty days prior to the meeting. Copies of amendments to the Operating Paper that are adopted shall be sent to all faculty within thirty days of the date of their adoption.

Article X. Election of Officers

The terms of the appointed officers of the Department, Director of Graduate Studies, and Undergraduate Advisor shall be determined by the Department Chair in consultation with the Departmental Committee.

Article XI. Nominations and Elections

Section A. *Nominating Committee*

1. *Definition.* The Nominating Committee shall be a subcommittee of the Faculty Committee.

2. *Election and Composition.* The Nominating Committee shall be elected by secret ballot in March of each year. The Nominating Committee shall be composed of three members of the Faculty of the Department, with no more than two members from any one rank. Election shall be by secret ballot.
3. *Duties.* The Nominating Committee shall: a) select nominees from the Faculty for membership on the various committees; b) make a written poll of the committee interests of the Faculty before proposing a slate; c) ascertain that nominees are eligible and that they have agreed in writing or by email to accept the nomination; d) report its slate at any May meeting of the Faculty where nominations may also be made from the floor. The Nominating Committee shall also function as the Search Committee for internal searches for the Department Chair (see Article V, Section A.2), assist in conducting elections for and/or recruiting candidates for the College of Liberal Arts (COLA) Council and for all college-wide or university-wide offices selected by the Department or for which members of the Department are eligible.

Section B. *Election Procedures*

Election shall be by majority vote. In the event that no candidate obtains a majority vote, a run-off election will be held immediately with the candidates in the run-off selected by plurality and the number of candidates in the run-off being twice the number to be elected. However, in the event of a tie for qualification for run-off candidates, all tied candidates will be included in the run-off, even if this results in more than twice as many candidates as positions to be filled. If subsequent run-offs are necessary the same procedure will be followed.

Section C. *Vacancies*

1. *Elected Offices.* In the event that an elected office other than that of Department Chair is vacated due to resignation, disability, death, removal from office, or other incapacity, if a semester or more than a semester remains in the term of office, a new election shall be called using the procedure for the original election. If less than a full semester remains, the office will be filled by appointment by the Department Chair. In the event of a vacancy in the office of the Department Chair, the Department shall follow the guidelines specified in Article V of this document.
2. *Appointed Offices.* In the event that an appointed office is vacated due to resignation, disability, death, removal from office or other incapacity, the position will be filled by the same process employed for the original appointment.

Section D. *Removal from Office*

1. *Elected Offices.* Elected officers may be removed from office for nonperformance of duty. In the case of department-wide elected officers, removal will be by three-fourths vote of members of the Departmental Committee present and voting at a regular or special meeting called for said purpose. In the case of elected officers representing the Faculty Committee, removal will be by three-fourths vote of the Faculty Committee present and voting at a regular or special meeting

called for said purpose. Two weeks' notice by mail will be required. In the case of the Department Chair, the Department shall follow the guidelines specified in Article V of this document.

2. *Appointed Offices.* Appointed officers serve at the pleasure of the appointing officers with appropriate consultation.

(1st Revision 9/12/96)

(2nd Revision 12/98)

(3rd Revision 10/4/00)

(4th Revision 12/00)

(5th Revision 5/03)

(6th revision 4/04)

Appendix A

Department of Philosophy

Guidelines for Promotion and Tenure

Departmental guidelines for the awarding of tenure and for promotion to the rank of Associate Professor or to full professorial rank shall be consistent with guidelines published in the current version of the *Faculty and Administrative Professional Staff Handbook* of the University and the "College of Liberal Arts Guidelines for Promotion and Tenure Recommendations." These documents are available from the College of Liberal Arts.

The Department Chair is responsible for regular review of all faculty eligible for tenure and promotion, following timelines and guidelines established by the policies of the University, the College of Liberal Arts, and the Department of Philosophy. The Department Chair shall consult an appropriately constituted tenure or promotion committee (hereinafter referred to as a "Personnel Committee") before transmitting a tenure or promotion recommendation to the Dean.

The Departmental Personnel Committee for a tenure decision shall consist of all tenured faculty. The Departmental Personnel Committee for a promotion decision shall consist of all faculty senior in rank to the candidate.

All committee deliberations shall be conducted in confidence. The committees shall vote by secret ballot.

In the case of a candidate who is under final review for tenure (or promotion and tenure, in the case of a candidate who is an Assistant Professor) and who has not elected to withdraw his or her name as specified below, the candidate's dossier shall be forwarded to the Dean for review and action regardless of whether the recommendations of the Personnel Committee and the Department Chair are positive or negative.

In the case of a tenured member of the faculty who is being considered for promotion, and in the case of an untenured member of the faculty who is being considered for early tenure and/or promotion, if both the Department Chair and the Personnel Committee do not recommend tenure and/or promotion, then the candidate's dossier will not be forwarded to the Dean for further consideration on that matter unless the candidate so requests.

At any point in the process, however, a candidate for promotion and/or tenure may elect by written request to withdraw his or her name from further consideration.

Mentoring Responsibility

The Department Chair is responsible for mentoring and advising all faculty in new tenure-track appointments. When a new tenure-track appointment is made, a Mentoring Committee (a 1-2 person sub-committee of the appropriate Personnel Committee) shall be appointed by the Chair in consultation with the new faculty member and the prospective committee member(s). Service on this committee shall be voluntary, and changes in membership should be made when appropriate. The Mentoring Committee is strictly advisory; its goal is to facilitate the candidate's professional development and progress towards tenure and promotion.

- In the first years of a new appointment, the Chair assisted by the Mentoring Committee shall consult with the new faculty member, as appropriate, on matters related to professional development and the tenure/promotion process (e.g., general strategies for success, selection of appropriate journals, and setting priorities). In addition, the Chair assisted by the Mentoring Committee should help and encourage the candidate to begin constructing a tenure dossier, and should advise the candidate on appropriate materials to include.
- During the year preceding the academic year in which the candidate is scheduled for review for promotion and/or tenure, the Chair assisted by the Mentoring Committee shall advise the candidate, as appropriate, on various aspects of dossier preparation, including required features of the dossier, the basic university format, and appropriate ways to present evidence of success in teaching, research, and service.

Candidate Rights and Responsibilities

Ultimate responsibility for any candidate's record of research, teaching, and service lies with the candidate. Correspondingly, and in accordance with stated University policy (see ("Promotion Policies and Procedures: Faculty" in the *Faculty and Administrative Professional Staff Handbook*) candidates shall have the right to assemble their own dossiers, providing any evidence they think will strengthen their cases, subject to the general constraints outlined in the appropriate university, college, and departmental documents. In addition, members of the Department shall have the right to ask the appropriate committee to consider them for promotion and/or tenure. The candidate's responsibilities include the following:

- The candidate should keep relevant materials in anticipation of tenure and promotion decisions. Relevant materials may include such items as syllabi, examinations, grant proposals, reprints of published work, teaching evaluations or evaluation summaries, copies of reviews, solicited and unsolicited letters, and similar items. This list is not intended to be exhaustive, nor is each of its items required.
- During the spring semester preceding the academic year in which the candidate is under review for promotion and/or tenure, the candidate shall provide to the Chair a list of appropriate outside reviewers of the candidate's research.
- The candidate shall provide to the Chair materials to be copied and sent to outside reviewers. Materials shall include a current vitae and representative publications.
- The candidate, with the advice of the Mentoring Committee and the support of the Chair and secretarial staff, shall assemble a dossier which shall be made available to members of the Personnel Committee sufficiently prior to their vote on the tenure and/or promotion of the candidate to allow them to examine the materials. When it is made available to the Personnel Committee, the dossier may or may not be in the form in which it will be sent to the Dean of the College of Liberal Arts. For example, the candidate may wish to place materials regarding research, teaching, and service in separate folders for examination by the Personnel Committee and may include additional materials that are not sent forward to the Dean in the final dossier, such as sample syllabi, discursive course evaluations, and unpublished manuscripts. In any case, sufficient materials should be presented to the Personnel Committee to allow them to make an

informed decision regarding the candidate's tenure and/or promotion. Such materials should include, at a minimum: a complete vitae; copies of all publications; quantitative and qualitative evidence of teaching effectiveness over a representative range of courses the candidate has taught at this university; copies of all letters solicited from outside reviewers (with the exception of letters that are unduly late).

- The candidate shall work with the Department Chair to assemble a final dossier to be sent to the Dean subsequent to the vote of the Personnel Committee regarding the candidate's promotion and/or tenure. This dossier shall include the Chair's letter and the report of the vote of the Personnel Committee, and shall follow all required university, college, and departmental guidelines for the construction of dossiers.

Responsibilities of the Department Chair

Responsibilities of the Department Chair regarding tenure and/or promotion cases include the following:

- The Chair shall review the files of members of the Department who will be eligible for tenure and/or promotion and consult with them about deficiencies during annual reviews preceding the time when they are eligible for tenure and/or promotion. Annual pre-tenure performance evaluation letters shall be part of Faculty members' promotion and/or tenure dossiers. In addition, the Chair, in cooperation with the appropriate Personnel Committees, shall review the dossier of every faculty member below the rank of Full Professor in such a way that the Department can comply with University guidelines as published in "Promotion Policies and Procedures: Faculty," in the *Faculty and Administrative Professional Staff Handbook*.

- During the spring semester preceding the academic year in which the candidate is up for promotion and/or tenure, the candidate will choose to work with either the Chair or the Personnel Committee to compose a list of appropriate external reviewers of the candidate's research, at least half of which must come from the list offered by the candidate. If the Personnel Committee is chosen the decision must be made by majority vote. The maximum number of reviewers, in the absence of special circumstances, should be eight, and the minimum should be four.
- During the spring semester or early in the summer preceding the academic year in which the candidate is scheduled for review, the Chair shall send ~~letters~~ **requests for confidential letters** to the outside reviewers. The ~~letter request~~ **request** should set a deadline for reviewers that will allow sufficient time to allow the appropriate Personnel Committee to consider outside letters prior to voting on tenure and/or promotion. The following conventions should be followed in arranging for outside reviews. (a) When possible, a telephone call or other contact should precede a written request so that letters of request are not sent to larger numbers of outside evaluators than are necessary, and follow-up letters should be sent to reviewers who do not respond in a timely manner. (b) The candidate is to decide, in consultation with the Chair, what materials (e.g., manuscripts, proposals, publications) are being sent out for review. The materials to be reviewed need not include all of the candidate's work, but should not exclude material the candidate judges indispensable to his or her assessment. c) The letter should request an evaluation of the candidate's research **and make clear that the candidate will not have access to the letter, though the candidate's mentors may inform the candidate of shortcomings raised in the letters without identifying the authors. ~~It should not~~** **The reviewer should not be asked** "Does this individual merit promotion?" since the definition and application of standards at Southern Illinois University at Carbondale are the responsibilities of this university (see "Promotion Policies and Procedures: Faculty," IIIA, in the *Faculty and Administrative Professional Staff Handbook*). (d) The letter may request a vitae from each reviewer, as an aid to the candidate in providing information for the dossier about each reviewer. (e) The external reviewer ~~will be~~ **is to be** provided: (i) an explanation of the relative importance of external reviews in the overall review process; (iii) a copy of the candidate's curriculum vitae and of the principal materials on which the assessment is to be based, including at least representative samples of the candidate's published research; and (iv) sufficient time for a complete and conscientious assessment.

- The Chair shall see to it that support in the mechanics of constructing the dossier is made available to the candidate.
- In consultation with the candidate and in accordance with university, college, and departmental guidelines, the Chair shall establish a calendar which makes clear to the candidate and to the Personnel Committee such matters as when the dossier will be available for inspection by the Personnel Committee and when the vote of the Personnel Committee will be taken.
- The Chair, after consultation with the candidate, shall rate the sources of the candidate's research, as required for Section V of the dossier (Evidence and Evaluation of Research). The Chair should seek to substantiate suggested rankings by information such as acceptance rates, reputation in the discipline, etc.
- The Chair shall see to it that letters solicited from outside reviewers are included in the dossier in an envelope not available to the candidate and that the teaching section of the candidate's dossier contains a quantitative summary of evaluations which the candidate has submitted.
- In a timely manner, and prior to the vote of the Personnel Committee, each member of the Personnel Committee shall be notified in writing that the dossier is available for inspection. Each member of the Personnel Committee has the responsibility to conduct an independent review of the dossier and to make an informed judgment regarding the tenure and/or promotion of the candidate. At the same time, each member of the Departmental Committee shall be notified in writing of the names of faculty members eligible for promotion and/or tenure so that the members of the Departmental Committee may, if they wish, advise the appropriate Personnel Committees.
- Following the vote of the Personnel Committee, the Department Chair shall inform the candidate of the outcome of the vote. The Department Chair shall inform the Personnel Committee and the candidate of his or her recommendation to the Dean, and shall give, in a timely manner, the candidate a copy of his or her letter to the Dean.
- *Department Chair's Letter of Recommendation.* The general content of the Chair's letter is prescribed in the Faculty and A/P Staff Handbook. This letter, placed in the dossier subsequent to the vote of the Personnel Committee and prior to sending the dossier to the Dean of COLA, provides a guide to the complete dossier, highlighting important features of each of the sections on teaching, research, and service, and providing helpful background information to readers who may not be familiar with the discipline of philosophy and its standards or with departmental procedures. In addition, the Chair's letter shall contain a record of the vote of the Personnel Committee and a summary of the procedures followed in evaluating the candidate. Moreover, it shall present detailed reasons for the decision of the Personnel Committee, whether positive or negative, as well as stating and substantiating the Chair's own recommendation to the Dean. It is expected that the Chair's letter shall fairly represent the Department's collective judgment regarding the candidate's suitability for tenure and promotion, and shall present the detailed reasons for that judgment, although, in accordance with university guidelines, the Chair has the responsibility to convey to the Dean an independent evaluation, and shall do so especially if, in the Chair's judgment, the Department's decision is discriminatory.
- **The Department Chair shall, in cooperation with the candidate, prepare and forward a formal tenure/promotion dossier to the Dean. The Chair shall recommend to the Dean for or against promotion or tenure or both after the Personnel Committee has voted on the question of promotion or tenure or both. Included in the dossier, at the time it is presented to the Department Personnel Committee, should be a statement signed by the candidate that he or she has reviewed the contents of the dossier. Prior to the addition of the Department Chair's letter of recommendation to the presentation of the dossier to the Department Personnel Committee, candidates for promotion and/or tenure who judge their files to be incomplete or to contain material which weakens their case, may, at their discretion, supply additional materials to complete their files or to counter the material which in their view weakens their case. If the Chair recommends to the Dean against a Faculty member's application for tenure and/or promotion, the Faculty member shall be given the right to submit a**

written response. Any such written response must be submitted to the Chair within five (5) work days after the Faculty member's receipt of the written recommendation of the Chair. Such a response shall be limited to responding to the negative recommendation of the Chair; no new material (e.g., new papers, books, ICE's, letters of recommendation, etc.) may be included in such a response. If such a response is so submitted within said five (5) day period, it will be added to the Faculty member's dossier. Nothing herein shall limit the right of the Dean or the Provost and Vice Chancellor from soliciting a response from the Chair to any written response submitted by a Faculty member and from considering any such response.

Materials to be included in the candidate's dossier.

Basic Information. See the required university format for dossiers in the *Faculty and Administrative Professional Staff Handbook* .

The curriculum vitae. The basic descriptive document forming a dossier is a complete *curriculum vitae*. The *curriculum vitae* should follow the form established by the College of Liberal Arts.

Department Chair's Letter of Recommendation. See above.

Evidence and Evaluation Regarding Quality of Teaching. At the beginning of each section of evidence there should be a brief introduction to the section, e.g., in this section there may be a brief statement of teaching philosophy. It is also helpful to include a list of courses taught during the period since the candidate was hired (in the case of tenure) or since the last review (in the case of promotion). Moreover, this section should include multiple indicators of teaching effectiveness, including a quantitative summary of student evaluations of at least a representative range of courses the candidate has taught at this university.

In addition to the quantitative summary of student evaluations, reactions of colleagues and students that may be considered include: (a) letters from students and student comments on evaluation forms; (b) receipt of awards for outstanding teaching, (c) opinions of other members of the candidate's discipline, particularly if based on class visitations or on attendance at public lectures or lectures before professional societies given by the candidate, (d) number and caliber of students guided in research by the candidate or attracted to the University by the candidate's reputation as scholar and teacher, and (e) evidence of effective learning, such as mastery of material by students taught by the candidate in courses prerequisite to those of the informant. Other forms of student and/or colleague reaction may also be appropriate. For example, a candidate might present evidence based on pre-test/post-test comparisons or other performance measures indicating that the amount of student learning of the material in the candidate's classes has been particularly high. Similarly, if the candidate's colleagues consider the candidate a catalyst for the initiation of new approaches to teaching in their own courses, this should also be noted.

Prepared materials that are relevant to the assessment of teaching include course syllabi and examinations. Qualitative judgments may include an assessment of the care with which instructional materials such as texts have been selected; use of instructional aids such as films; and appropriate use of the course format. One focus of concern should be on the quality of mind brought to bear on the enterprise of teaching. Also to be considered under prepared materials is any record of the development of techniques or modes of instruction, including substantial revision of existing courses or development of new courses. Textbooks authored by the candidate can also constitute a significant contribution to teaching. A proposal for a grant for curriculum development, if successful, may also be considered as an instance of prepared materials when the grant project aims toward improvement in instruction.

The section regarding teaching or the Chair's letter should indicate the sources of evidence on which the appraisal of teaching competence has been based. Surveys of student opinion of teaching are valuable but should be supplemented by other forms of evaluation. Student evaluations should be interpreted by the Chair in the Department Chair's Letter of Recommendation. Thus, if a particular instructor's teaching load for a

period of time consisted principally of generally unpopular required courses or if there was a particularly significant event in a given semester that might have influenced student opinion, such facts should be made known. In addition, if the student evaluations of a particular instructor's teaching of generally unpopular required courses is significantly higher or lower than that of other members of the Department, these facts should also be made known.

Evidence and Evaluation Regarding Research. At the beginning of this section of evidence there should be a brief overview of past and future research, i.e., a research statement. In addition, this section must include the letters from outside reviewers and the Department Chair's ratings of all the venues of the candidate's research (e.g., publishers, journals, conferences, etc.) that is to be considered for purposes of the review.

An analytical summary of the research or creative record is useful and can be persuasive in making a case. This kind of summary analysis, however, should not be considered a substitute for qualitative judgment. Counting and sorting publications is not the same as evaluating their quality, and the evaluation is what is important.

A few works of high quality are obviously more important than numerous insignificant works. Evaluation of the quality of research requires attention to whether the work is that of a single author and if not, the percentage of contribution from each individual; the quality of the publication venue; whether the work is an integral part of an ongoing research or creative program; whether the work demonstrates promise of impact and continuing work; whether the work reveals evidence of significant post-doctoral research; and how the work is regarded by peers in the field.

The standards and status of scholarly presses and journals vary considerably. Therefore, each dossier should contain a discussion of the quality of the press or journals in which the scholarly work appears, e.g., standing in the discipline or subdiscipline, acceptance rates, critical standards, and readership (see attachment for form to be used).

Reviews, citations, and appraisals in the publications of others should be taken as significant testimony of the quality of the candidate's work. The record of research grant proposals and fellowships applied for and awarded should be examined and interpreted. A positive pattern of professional development as scholar should be demonstrated.

Original work should be considered as evidence only after acceptance for publication. A given achievement should not be counted as an accomplishment justifying advancement of a faculty member if it has been employed in earlier justifications, except in the obvious sense of counting as part of a cumulative record. In cases where a scholarly work has appreciated in stature and importance after its initial publication, evidence of such appreciation should be demonstrated by means of reviews, anthologies, and significant citations. Such evidence may be considered in context for subsequent promotion decisions.

Outside letters of evaluation of research. Letters of evaluation from scholars outside the university with recognized distinction in the candidate's field of specialization shall be required in all cases of tenure or promotion. Unless the candidate requests otherwise, all outside reviewers should be broadly within the candidate's tradition in philosophy, and in every case reviewers should be clearly qualified to assess the candidate's research. Outside reviewers should be faculty members of peer universities and should be at, or above, the rank being considered for promotion. The value of outside letters depends on the choice of appropriate persons who are discriminating judges and who are familiar with the candidate's work or will take the trouble to study it. Letters from the candidate's major professor, or the candidate's graduate student colleagues, are generally less persuasive to a case than more clearly objective sources and should therefore, as a rule, be avoided. However, it is expected that some of the reviewers will be known by the candidate. Copies of outside letters and an evaluation of the credentials of the referees should accompany the dossier. Further, a copy of the letter soliciting the external evaluation (or an explanation in the Chair's letter of the procedure followed) should be included as part of the dossier.

Evidence and Evaluation Regarding Service. At the beginning of this section of evidence there should be a brief introduction to the section, i.e., a list of service activities. Candidates should avoid unnecessary "padding" in the dossier generally, but especially in this section. When documenting service, emphasis should be given to other than routine departmental or college activities; a list of routine service activities at the beginning of the section normally suffices.

Service is expected of all faculty as part of the normal performance of duties and should be taken into account in making an overall assessment of an individual's qualifications for advancement. Service on College and University committees will not normally be expected of non-tenured, tenure-track faculty.

Some examples of service to be considered are effective academic advising of students; discipline, college, or university committee work, particularly involving authorship of reports that subsequently are adopted as policy; special assignments undertaken at the request of the administration such as curriculum development projects; Chairpersonships; work with student organizations or initiatives of students; professional consulting activity; honorific membership or leadership in scholarly societies; leadership in national

professional associations; professional editorial assignment for national refereed journals or for scholarly publishers; and honors and special recognition awarded.

Departmental Standards for Promotion and Tenure

Promotion to Associate Professor and Tenure. Quality and quantity of published scholarly research are both important indicators of research productivity. There must be a sufficient quantity of published work in order for there to be an evaluation of general quality of the candidate's research. Publications should show evidence of significant progress in the development of an independent and productive research program beyond the dissertation. A substantial proportion of these publications should be in nationally recognized, peer-reviewed journals or invited book chapters. These works constitute the core of an acceptable publication record. A book constituting original research in a recognized area of philosophical inquiry published by a nationally recognized press would also constitute the core of a tenurable research record. Book reviews and encyclopedia entries, no matter how numerous, are by themselves not considered to be evidence of significant research activity. Textbooks and innovative instructional materials having significant value beyond this campus will normally be considered as components of the candidate's teaching record. In cases where there is recognition that the textbook has made original scholarly contributions to the body of philosophical research, it can be considered a contribution to the candidate's research record.

Adequate, or even excellent, research in the absence of documented quality teaching and an appropriate level of service is not sufficient for the granting of promotion and/or the awarding of tenure.

Promotion to Full Professorial Rank. Candidates for promotion to full Professorial rank should demonstrate outstanding accomplishment in research, teaching, and service to their profession.

A candidate's research should show continuing accomplishment, and should have achieved a substantial reputation among peer-group scholars outside this university. Promotion to Professor should be based on scholarship completed and published after promotion to Associate Professor, the significance of which has been certified by its reception within appropriate scholarly circles at the national or international level.

A candidate should demonstrate a strong and sustained record of teaching effectiveness. No one should be promoted to Professor if he or she has demonstrated a disregard for students or a disinclination to correct teaching deficiencies, or if there is a continuing record of mediocre or negative teaching evaluations by students and faculty peers.

A candidate's professional service should be of considerably higher quality than that expected for promotion to Associate Professor. The candidate should have assumed a strong role in the academic leadership of the Department, and perhaps in the College and University as well. The candidate should also have developed broad professional connections. The Departmental decision on promotion to Professor should include a careful assessment of the professional standing of the candidate.

Appendix B

I. Mission Statement

The Philosophy Department has as its mission:

- A. to provide instruction in philosophy to undergraduate majors in philosophy, undergraduate students enrolled in core curriculum classes, and upper division philosophy courses, and graduate students;
- B. to support and develop research in philosophy;
- C. to serve the public in ways that model the importance of civic responsibilities for our students.

II. Qualifications of Faculty

Tenure-track faculty must hold the PhD or have completed all requirements for the PhD except for the dissertation for which there is an expectation of timely completion.

(1st Revision 9/12/96)

(2nd Revision 12/98)

3rd revision 5/04

Appendix C

Student Grievance Procedure.

1. *Preliminary Steps* Students who have a disagreement with an instructor should first try to resolve it with the instructor. If the attempt at an informal resolution fails and a student remains dissatisfied, he or she should deliver in writing to the chair a statement of the disagreement (hereafter referred to as the complaint) stating all particulars necessary for resolving the disagreement as explained below in 3d.
2. *Membership of Student Grievance Committee.* In procedures defined below “Committee” and “Student Grievance Committee” refer to either the Undergraduate Committee, convened by the chair to consider an undergraduate student’s grievance or the Graduate Committee convened to consider a graduate student’s grievance. If any Committee members are named in the complaint, those not named will meet to reconstitute the Committee.
3. *Pre-hearing Procedure.* Within fifteen class days (days on which classes are held) of receipt of a written complaint which a student (hereafter “grievant”) files objecting to an action

or conduct of any faculty member, the Student Grievance Committee convened by the chair will meet to determine whether to dismiss the complaint or hold a hearing. The Committee shall dismiss the complaint if the Committee determines either: a) the grievant is not adversely affected by the action; or b) the complaint is subject to the University Policy on Sexual Harassment; or c) the grievant has filed the complaint more than forty class days after the grievant has become aware of the action which is being grieved; or d) the complaint does not state the grievant's name, the name of the person against whom the grievance is filed, a detailed description of the incident, the date(s) of its occurrence or discovery, and the remedy sought.

4. Hearing Procedure. If the Student Grievance Committee, after convening, decides not to dismiss the complaint, then within fifteen class days, on a date suitable to both sides, the Committee will hold a hearing on the merits of the complaint, letting each side, with an adviser or counsel (who must remain silent) present, call witnesses, question each other's witnesses, present evidence, and summarize its case within time limits which the Committee may impose equally on both sides. The Committee shall issue a binding ruling only after having proposed a voluntary solution that either side rejected.

(9/04)