

Department of Philosophy Handbook
Boston University
(March 2020)
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(* = statement or policy previously approved by Faculty)

1. Nature and purpose of the Departmental Handbook

The Department Handbook describes current practices and policies of the Department of Philosophy at Boston University and, in some cases, principles underlying their adoption. Making these practices, policies, and principles explicit is intended to ensure transparency and fairness, facilitate transitions and continuity as well as improvements and revisions of the department's procedures as needed, and enlighten newcomers to the department's activities. The Department's practices and policies are evolving, responsive to circumstances, and open to regular review. The Handbook's descriptions of the means and responsibilities of implementing the Department's policies are accordingly intended as inherently emendable benchmarks.

2. Guiding Principles and Programs of Study*

The Department of Philosophy is committed to the principle that the study of philosophy is a cornerstone of a liberal arts education, an education that enriches and empowers students by introducing them to rigorous analysis of their ways of thinking and acting. We take philosophy, broadly construed, to be the process of investigating and questioning human beings' place in nature and history as well as their responsibilities to one another and to themselves, based upon the most complete, presently available understanding of science, culture, art, and religion. What distinguishes a philosophical mind is a habit of weighing the coherence, completeness, and trenchancy of various beliefs, arguments, and theories, and of doing so self-consciously within the historical context that marks our finite, human condition. The cultivation of these habits of mind enhances students' abilities to learn across the curriculum, to contribute to the advancement of institutions, from arts and sciences to governments and global relations, and – not least – to grapple with the challenges and wonder of their own lives. For all these reasons, the overriding aim of the department of philosophy's program is to help students develop these philosophical habits.

The Department offers programs of study leading to the B.A., M.A., Ph.D. Philosophy/M.A. Classics, and Ph.D. degrees. It also offers several joint concentrations at the B.A. level in Classics & Philosophy, Philosophy & Physics, Linguistics & Philosophy, Philosophy & Political Science, Mathematics & Philosophy, Philosophy & Psychology, Philosophy & Neuroscience, and Philosophy & Religion. In addition, it offers a concentration in the philosophy of science in its M.A. degree, a B.A./M.A. program as well as (in conjunction with the Law School) a J.D./M.A. degree program.

The Department's philosophical life is significantly enriched by its affiliation with the following university and departmental centers, institutes, and initiatives:

Center for Philosophy and History of Science (and its Colloquium)

Institute for Philosophy and Religion,

Ethics Seminar

Workshop on Late Modern Philosophy

Mind and Morality Lab

Robert P. Benedict Lectures in the History of Political Philosophy

Boston Phenomenology Circle

3. Organization and Administration

The department's organization is made up of faculty members who serve in various administrative positions: the Chair, the Associate Chair, Directors of undergraduate studies, graduate studies, admissions, placement, and fundraising. It also administers itself through standing committees. The responsibilities and practices of these offices, directors, and committees are outlined on the following pages. In addition to the respective responsibilities outlined below, each director has the responsibility of submitting an annual report to the faculty before the end of June. The department's self-administration also relies upon two staff members, a Departmental Administrator and a Senior Program Director (see below).

4. Chair

The Chair is responsible for, among other things, representing the department to students, to members of other departments and colleges in the university, to university administrators, and to the public. The Chair also oversees the department's administration of its own affairs in keeping with its Guiding Principles and those of the university. The Chair also oversees the department's annual activities and budget management, working with the CAS deans (including attending meetings of chairs and directors called by the Dean), and leading the department in its long-term planning. It is accordingly the Chair's responsibility to remain informed about the policies and practices of the university administration and to convey them accurately to the members of the department. In addition, the chair's specific responsibilities during a typical academic year include: visitations to the classes of all tenure-track professors once a semester, following up with reports of those visitations (a duty shared with the Associate Chair); conducting the department's ongoing reviews of its activities and annual October updating of its self-study for CAS, participating in annual fall self-assessments, aiding the Associate Chair in the winter planning of the course offering of the next academic year, conducting – with the help of the respective committee – the merit review of all members of the faculty in late March, consulting with the faculty and making budgetary requests in April, planning and hosting the graduation ceremony in May, and drafting the Department's annual report. At the final spring meeting of the academic year, the Chair consults with the faculty to appoint Directors (of Undergraduate Studies, Graduate Studies, Admissions, Placement, and Fundraising and Alumni Outreach), mentors, and both committees and chairs of the Department's standing committees (see below) for the following academic year. The chair also serves as an ex officio member of search committees; if there is more than one search in a given year, the chair may delegate this responsibility to the Associate Chair.

The Chair is appointed by the Dean of CAS, typically following a report by a Departmental committee, appointed by the Dean, composed of a professor, associate professor, and assistant professor from the Department.

5. Associate Chair

The Associate Chair's tasks include (a) assisting the Chair in administering the Department's affairs, (b) substituting for the Chair when the Chair is unable to carry out certain responsibilities (e.g., attendance at meetings, conducting meetings, visitations, etc.), (c) sending out (usually in September) the call to faculty for teaching requests and (usually by the end of October) scheduling the courses and teachers for the following academic year, (d) serving on the Assessment and Merit Review committees (see below), (e) scheduling courses and teachers for philosophy offerings in the Metropolitan College (MET) during the year, and (f) assisting the

Chair in making visitations to all tenure-track professors once a semester. The Associate Chair is appointed by the Dean in consultation with the Chair.

6. Directors

All Directors are appointed for an academic year by the Chair in consultation with the faculty at the final spring meeting of the previous academic year.

6.1 Director of Undergraduate Studies (DUS)

The Director of Undergraduate Studies (DUS) reviews all applications for transfer credit equivalency for BU undergraduates, oversees nominations for department and college level awards, and serves as an ad hoc academic advisor to undergraduate philosophy majors and minors. The DUS also serves on the Assessment committee (see below).

6.2 Director of Graduate Studies

The Director of Graduate Studies (DGS) administers all aspects of the graduate program, including: (a) introducing incoming graduate students to the policies and procedures of the program as outlined in the *Regulae* (available on the Department's website) (b) counseling graduate students, (c) scheduling the responsibilities of teaching fellows, (d) overseeing Teaching Fellow evaluations, (e) overseeing graduate seminar evaluations, and (f) overseeing annual graduate student self-evaluations. The forms for (d)-(f) are available on the departmental database, www.bu.philosophydatabase.com. The DGS is responsible for ensuring that these forms are completed by all graduate students and relevant faculty. The DGS is charged, too, with (g) making sure that all graduate students are in good standing and, when necessary, overseeing a student's withdrawal from the program. In addition, the DGS (h) conducts an annual Spring faculty meeting aimed at (1) reviewing the progress of each student in the program and (2) determining distribution of funds for students in their sixth year and beyond. The DGS also serves on the Assessment committee (see below).

6.3 Director of Admissions

As the chair of the Admissions Committee (see below), the Director of Admissions has the responsibility of answering questions and handling correspondence from prospective graduate students about the department, overseeing the coordination of incoming files with the Departmental Staff and the Graduate School of Arts and Sciences (GRS), distributing the responsibilities of reviewing the files among the members of the Admissions Committee, working with the DGS and GRS to determine the number of available fellowships, scheduling Committee meetings, determining with the other members of the Committee the applicants to be granted admittance, and ranking fellowship selections. The Director of Admissions also has the responsibility of writing and signing letters of admission, scheduling and conducting campus visits with interested prospective and admitted candidates when feasible (including Open House events), closely monitoring confirmed acceptances from GRS and maintaining contact with the waiting list, and writing a final admissions report and submitting it to the entire faculty by the end of May.

6.4 Director of Graduate Placement

The Director of Placement is in charge of overseeing and supervising current PhD students and recent graduates as they go on the "philosophy job market." The Director of Placement runs a

year long seminar which meets approximately once a week and covers various topics involved in conducting a job search, including putting together dossier materials (curriculum vitas, cover letters, teaching and research statements, and writing samples), conference and campus interviews, job talks, and negotiating job offers. Other responsibilities include working individually with students to perfect their dossier materials, organizing and conducting mock interviews and job talks, distributing job listings, and advocating for BU candidates whenever possible. The Director of Placement also holds periodic meetings for graduate students who are not yet on the market, which serve as information sessions and opportunities to answer questions about the process.

6.5 Director of Fundraising and Alumni Outreach

The Director of Fundraising and Alumni Outreach (FAO) assists the Department Chair in raising and allocating funds, and coordinates to the same end with BU's development and alumni outreach staff as well as the Departmental Administrator. The Director of FAO also assists the Chair in maintaining contact with the Department's alumni.

7. Mentoring*

The Department of Philosophy regards the mentoring relationship as a means of integrating tenure-track assistant professors into the life and work of the Department by supporting and encouraging them in concrete ways on their path to tenure. In this spirit, every tenured professor has informal mentoring responsibilities towards untenured members of the faculty. But the Department also has a policy and practice of formally mentoring its tenure-track assistant professors. Under this policy, the Chair is responsible for (a) consulting with likely mentors and potential mentees and (b) arranging an appropriate mentor for each tenure track, assistant professor by the end of the assistant professor's first month of teaching. Only tenured, associate or full professors can be formal mentors and no mentor is to be assigned more than one mentee. It is also the Chair's responsibility to meet individually with each mentor and mentee at least once a year to discuss the mentored professor's progress. If the mentor goes on sabbatical leave or leave of absence or is unable to fulfill his or her duties, it is the Chair's responsibility to find a suitable replacement.

A mentor provides an important service to the Department, service that should be recognized as part of the mentor's annual merit review. That service includes keeping the Chair and the other members of the Department abreast of the mentee's progress toward tenure and any issues relevant to that progress. By agreeing to enter into a mentoring relationship, mentor and mentee agree to make themselves regularly available to one another for the purposes of facilitating the mentee's preparation for the tenure review. Mentors and mentees should meet formally at least once a semester for the express purpose of discussing the mentee's progress.

In regard to *teaching*, the mentor should observe the mentee's classroom presentation regularly (at least once a semester), following up with a frank discussion of the strengths and weaknesses of the mentee's teaching. The mentor should also review with the mentee student evaluations of the mentee's courses.

In regard to *research*, the mentor should discuss the research and publication projects of the mentee, with a view to helping the mentee make the sort of progress in quantity and quality of publications expected of a tenurable professor. This assistance can take a variety of forms: discussing with the mentee his or her short and long term research goals, reviewing publications in terms of their quantity and quality, sharing work with one another, suggesting appropriate

venues of publication and public addresses, and informing the mentee about opportunities in the form of funding or grants (within and beyond Boston University).

In regard to *service*, the mentor advises the mentee and the Chair on the appropriate sorts and levels of the mentee's contributions to the Department in the form of committee work.

Mentors are appointed for an academic year by the Chair in consultation with the faculty at the final spring meeting of the previous academic year.

8. Standing Committees

The administration and organization of the department depends upon the work of the members and chairs of its standing committees. With one exception (see 8.2 below), standing committees are composed of at least two faculty members, all appointed for one year by the Chair in consultation with the faculty at its final spring meeting prior to the academic year for which the committee is appointed. Faculty members are eligible to serve on the same standing committee for no more than three successive years. The different committees and their charges are outlined below.

8.1 Admissions Committee

The Admissions Committee is composed of the Director of Admissions who serves as the chair of the committee and three other members. The responsibilities of the members of the Admissions Committee include reviewing the files of applicants, meeting and deliberating with the Admissions Chair and other members of the Committee in order to rank the candidates, and assisting the Admissions Chair in scheduling and conducting campus visits, including Open House events.¹

8.2 Assessment Committee

This committee, composed of the DUS, the DGS, and the Associate Chair, is charged with sampling work from each of our nine majors, the MA program, and the PhD program and then reviewing/ writing up reports that are posted to the assessment website by the Nov 15 (see <http://www.bu.edu/provost/planning/program-learning-outcomes-assessment/>).

8.3 Committee for Climate & Diversity*

The Philosophy Department at Boston University is committed to creating a welcoming, diverse, and supportive environment for all members of our community — including students, faculty, staff, and affiliates. We recognize the importance of addressing the structural injustices associated with racism, sexism, homophobia, transphobia, classism, and ableism within our discipline. The Committee for Climate & Diversity (CL) provides various resources and organizes several events aimed at making philosophy a more diverse and inclusive field. We help connect students and faculty with the many resources that are available at Boston University for dealing with issues, such as harassment, that may arise. We provide a growing list of professional resources for creating more inclusive classroom environments and for developing better practices for philosophical engagement within our community. We organize events, such as the Annual Climate in Philosophy Lecture Series, which brings in leading scholars to provide

¹ In his capacity as chair of the Admissions Committee and in cooperation with experienced graduate students, Daniel Star has conducted introductory workshops for teaching fellows. These workshops have been very successful, although it is not clear to me that the Chair of Admissions should shoulder this activity – DD.

cutting-edge research on how to address problems of climate and promote diversity and inclusivity in Philosophy. Like other standing committees, CL is composed of two faculty members but it also includes two graduate students, appointed for an academic year by the Chair in consultation with the Graduate Student Association. Whenever feasible, the members of the committee will be staggered on a two-year rotation, so that every year one faculty member and one graduate student carry over from the previous year.²

8.4 Colloquium Committee *

The responsibility of the Colloquium Committee (COL), composed of two faculty members, is to propose and organize the annual faculty colloquia. After requesting suggestions from the faculty and meeting among themselves before the end of the school year, the COL should report to the faculty at its first fall meeting the list of names of potential speakers for the planned annual faculty colloquia for that academic year. It is also the responsibility of the COL, in conjunction with the Departmental Administrator and Chair, to invite speakers and arrange their accommodations if necessary, to determine times and locations of the colloquia, to publicize them, and to co-ordinate them with the times of other lectures scheduled in connection with the Department.

8.5 Department Policy Review³

The Committee on Department Policy Review, composed of three faculty members, is charged with reviewing and suggesting appropriate changes to the policies and practices outlined in the Department's Handbook. This committee should report to the Department at least once a year at a Faculty Meeting.

8.6 Findlay Visiting Professorship⁴

This committee, composed of one tenured and one non-tenured member of the faculty, annually advertises for the Findlay Visiting Professorship (see Appendix Two) and provides the faculty with a list of recommendations of candidates for the professorship.

8.7 Committee on Merit Review

The Merit Review Committee is composed of the Associate Chair and one faculty member. The purpose of the committee is to aid the Chair in conducting the annual merit review of members of the department on the basis of specific categories, considerations, and procedures approved by

² Three suggestions have been made regarding this description: (1) Add 'ageism' following 'classism'; (2) insert after 'inclusive field' '(including intellectual, philosophical, and other forms of diversity)'; and (3) delete all references to specifics, and simply say that we are committed to fairness and impartiality across the board, thereby warding off buzz-words that may be associated with a particular political position and allowing for other forms of unfairness, not yet thought of or named. With respect to (2): the insertion of some such wording is in keeping with the following memo to the CAS Diversity and Inclusion Committee by Ann Cudd, former Dean and member of the Department: "Our intellectual community of the College of Arts & Sciences at Boston University depends upon the critical but collegial collaboration of diverse individuals from multiple communities of origin, religious traditions, ethnic and racial backgrounds, gender and sexual identities, schools of thought and ethical and political commitments, some living with disabilities" – DD.

³ This committee is new but I am setting it up provisionally to review the handbook during the coming year. It will be up to the faculty to determine whether it should be a standing committee.– DD.

⁴ Approved on October 10, 2019.

the Faculty. (For a description of the criteria and process of annual merit review, see Appendix One.)

8.8 Committee on Undergraduate Curriculum & Enrollment

The Committee on Undergraduate Curriculum & Enrollment (C&E) is charged with (a) overseeing the department's undergraduate curriculum and curricular obligations, including its programs of joint majors, and any cross-listed courses, (b) insuring that necessary and appropriate course offerings exist, (c) recommending to the Faculty changes or adjustments as it sees fit, (d) monitoring enrollments at different levels (class, lower and upper divisions) with respect to numbers and frequencies of offerings, relative to the Department's commitments and desiderata, (e) working with the Faculty and appropriate university and college-level HUB implementation committees on course design and revision in order to determine and help implement the department's optimal participation in these university and college-level initiatives, and (f) reporting its activities to the Faculty at November and March faculty meetings. C&E should investigate how Department might revise its undergraduate program with an eye to making it more valuable and attractive in its offerings, how it might reinforce bridges now in place (e.g., obligations to Sargent College in connection with biomedical ethics) and build new ones with other programs.

9. Searches

Searches for new faculty members are conducted by a committee, appointed by the Chair at the time that request is made to the administration for approval of a search. The committee includes the Search Committee Chair (SCC), at least two other members and the Department Chair who serves *ex officio*. Determining the area of specialization and competence for a search (including the wording of the corresponding advertisement) is the responsibility of the Faculty. Once a search has been approved, it is the responsibility of the SCC to advertise the position appropriately. The actual direction of the committee – determining responsibilities, meetings, timetables, arranging on campus interviews, etc.– is up to the SCC (a general description of recent practices of search committees is available in the office of the Departmental Administrator). When and if the Search Committee is satisfied with a candidate, it is the responsibility of the SCC and the Search Committee to report its deliberations and conclusions to the faculty. If more than one candidate seems suitable, the SCC should rank them in their report to the faculty.

10. Tenure and Promotion

Criteria for tenure and promotion are set by the Department and by the University. Prior to application for tenure and promotion to associate professor, tenure track assistant professors undergo a Mid-Tenure review (described below). The Departmental Criteria for tenure and promotion to associate professor and to full professor are listed below. For the University's procedure for granting tenure and Promotion on the Charles River Campus (last revised March 19, 2019), see <http://www.bu.edu/handbook/appointments-and-promotions/tenure-and-promotion-on-the-charles-river-campus/>

10.1 Mid-Tenure Review

On behalf of the Department, the Chair and Associate Chair undertake a mid-tenure review of any tenure-track (TT) assistant professor in the sixth semester since he or she joined the

Department (a semester that is typically the mid-way point before applying for tenure and promotion). The purpose of the review is to assess the TT professor's teaching, research, and service to the Department and to the profession. The review should clearly identify areas of accomplishment and, if necessary, areas where improvement is expected. The Associate Chair reports this assessment to the Faculty at a Faculty Meeting in the sixth semester of the TT's employment, whereupon members of the Faculty present at the meeting vote to agree with the conclusions of the report, to disagree with the conclusions of the report, or to abstain from voting. The report and the faculty's vote are relayed to the TT professor.

10.2 Departmental Expectations for Tenure and Promotion

The Department of Philosophy expects successful candidates for tenure and promotion to Associate Professor to have excelled in the following three ways. First, successful candidates will have demonstrated themselves to be effective teachers, inspiring and accessible to undergraduate and graduate students. Second, successful candidates will have contributed significantly to discussion of central philosophical issues through frequent scholarly publications and presentations in places where those issues are prominently discussed in the profession. That is to say, between the time of their initial appointment and the time of their application for tenure, successful candidates will have compiled a substantial record of publication. Such a record can take many forms. Some examples include the following: (a) five or more major articles (i.e., excluding book reviews or discussion notes) accepted for publication in well-respected journals or book collections or the equivalent, (b) three articles in the most highly selective journals (with acceptance rates of 5% or lower), or (c) two well-placed major articles and a monograph accepted for publication at a major press. Third, successful candidates will have demonstrated their commitment to the Department, the College, and the University through their service to them.

The Department of Philosophy expects successful candidates for promotion to Professor to have demonstrated their continuing commitment to fulfilling the expectations of successful candidates for tenure and promotion to Associate Professor and, in addition, to have established themselves as major researchers of national and international renown in their areas of specialization. Between the time that they have been tenured and the time of their application for promotion to Professor, successful candidates for promotion to Professor will have had a substantial record of publication. Such a record can take many forms. Some examples include the following: (a) five or more major articles (i.e., excluding book reviews or discussion notes) accepted for publication in well-respected journals or book collections. or the equivalent, (b) three articles in the most highly selective journals (with acceptance rates of 5% or lower), or (c) two well-placed major articles and a monograph accepted for publication at a major press. Finally, successful candidates for promotion to will have a demonstrated substantial record of service to the Department, the College, and the University. Unless there are extenuating circumstances, candidates will have occupied at least one of the major leadership roles in the department (chair, associate chair, DUS, DGS, DGA, DP) before promotion to Professor.

Approved at the Departmental meeting, February 26, 2020

11. Voting procedures at faculty meetings⁵

Voting is usually done by a show of hands but any faculty member can request a secret ballot. According to CAS policy, no proxy voting or e-mail voting is permitted, but CAS leaves it to departments to determine whether to allow participation in deliberations and voting by a faculty member through some available form of video conference technology (e.g., Skype). It is the Department of Philosophy's policy to allow members to participate in deliberations and vote through an available form of video conference technology.

12. Staff

12.1 Department Administrator

The Department Administrator assists and advises the chair of the department on the daily aspects of running the department. These include the management of the operating budget and various research and restricted accounts, course scheduling and curriculum planning, faculty actions, tenure and promotion cases, and renovation projects. The position also supervises one full-time staff member, a half-time senior secretary, and 5 work-study students. (for a detailed list of the Department Administrator's functions, see Appendix Three.

12.2 Senior Program Coordinator

The Senior Program Coordinator (SPC) provides clerical support for the department and is responsible for coordinating student registration and transfer credit approvals, maintaining department records, and assigning students to faculty advisors. The SPC also maintains the schedules for departmental room bookings, and is responsible for editing and updating the content of the department website. The SPC works with the Chair and other faculty administrators to create outward facing media for the department, including course and event promotional material, as well as assist in organizing and summarizing various statistics relevant to on-going department business in a readable format, including course enrollments, major declarations, and faculty course evaluations. Finally, the SPC provides as needed event planning, A/V, and other technical support for classes, events, and other faculty needs. The SPC supervises work-study students to assist in carrying out the above tasks.

13. Coordinators/Representatives

Representatives serve as the department's liaisons to other departments, the library, and Centers with whom the department is affiliated.

13.1 Coordinator with the Department of Religious and Theological Studies (DRTS)

The Department offers joint degree programs with the Department of Religious and Theological Studies (DRTS). Several courses, some taught by members of the Department of Philosophy, some by members of the DRTS, are regularly cross-listed between the two departments. In addition, several members of the Department of Philosophy are members of the Affiliated Faculty of DRTS. Because of this close relationship with DRTS, the Chair in consultation with the faculty at its final meeting of the academic year appoints a member of the Department of the Philosophy to serve as a Coordinator with the DRTS. The Coordinator's main responsibility is to act as conduit between the two departments, as needed, and to attend faculty meetings of the

⁵ Approved in Spring, 2017.

DRTS, when invited. The Coordinator is typically a faculty member involved with the Institute for Philosophy and Religion.

13.2 Library and Publications Representative

The responsibility of the Library and Publications Representative is (a) to serve as the Department's representative to the Library's staff who are assigned the responsibility of maintaining and purchasing holdings in philosophy, (b) to oversee the Department's own library and archives, and (c) to oversee the Department's dealings with the University's digital, open access archive and institutional repository, managed by the Libraries and by the Office of Information Technology with the aim of providing a space to collect, preserve, and disseminate research and other material produced at Boston University.

13.3 Boston University Center for the Humanities

The Department representative to Boston University Center for the Humanities (BUCH) represents the Department, when invited, to serve on the Executive Committee of BUCH whose purpose is to foster study of the humanities at Boston University, not least through awards to undergraduate students, graduate students, and faculty members.

13.4 Center for the Study of Europe

The Department representative to Center for the Study of Europe (CSE) represents the Department, when invited, at meetings of the executive board of CSE whose mission is to promote the understanding of Europe through its cultural heritage, including its philosophy. Students enrolled in its BA and minor may take courses in the Department of Philosophy.

Appendix One: Annual Merit Review: Criteria and process

The following statement spells out (1) the general categories of evaluation and their relative weighting as well as the range of grades employed, (2) the procedures followed in the actual process of the review as well as the basis of the final review, (3) the specific items that fall under the general categories, and (4) a hypothetical example of the preliminary merit review.

1. *General categories to be evaluated and their weighting in the merit review*

Evaluations are based upon three relevant categories: research (r), teaching (t), and service (s). 35% is assigned for research, 35% for teaching, and 30% for service. On the basis of the items listed under each category below (Section 3), a grade is given to a faculty member's performance in each category as

- Unsatisfactory
- Satisfactory
- Good
- Very good
- Excellent

2. *Process, basis, and constraints of merit review*

The Associate Chair composes the preliminary reviews of all Assistant Professors and the Chair composes the preliminary reviews of all Associate and Full Professors. Drawing primarily on Annual Reports and Teaching Evaluation, the Associate Chair and Chair compose these reviews in terms of the three relevant categories and give a combined *rts* (research, teaching, and service) grade. In the case of non-tenured Assistant Professors, the review is also based upon class visitations. The next stage of the merit review is to make an assessment based upon the preliminary review (the combined annual grades in research, teaching, and service) together with considerations of long-term and continuing contributions. After this next stage of the review is completed, it is the Chair's responsibility to recommend a salary increase for each faculty member, based upon the merit review, considerations of equity and salary compression, and the constraints determined by the pool of funds distributed to the department in the current year for this purpose.

3. *Specification of items falling under the general categories*

Research Determination of the quality of research depends upon two general forms of dissemination of research: publications and public addresses.

Publications include:

- An authored book in a major press
- Editions in a major press
- Articles in major, blindly refereed journals
- Invited articles (essay collections, book chapters, encyclopedias)
- Book reviews

Public addresses include:

- Invited public addresses

Addresses accepted for delivery at conventions
 Commentaries on papers at conventions
 Addresses within the university or department

Teaching The criteria for non-tenured and tenured faculty differ only in one respect: evaluation of non-tenured faculty members is also based upon class visits by the chair and mentors. Criteria for weighting the quality of teaching include the following categories:

- Student evaluations
- Directorship of doctoral dissertations, master's theses, and works for distinction
- Dissertation committee (first, second, third readers)
- Number of student advisees
- Student credit hours per hours teaching
- Quality of classroom teaching (determined by class visits for non-tenured)
- Contributions to curriculum (e.g., syllabus, innovations, honors courses, introducing new courses)

Service There are three general sorts of criteria for service: intra-departmental, extra-departmental, and professional.

- Intra-departmental
 - associate chair
 - departmental committee head
 - departmental committee member
 - mentoring
 - organization of philosophical meetings, reading groups, etc.
 - informal participation in departmental activities, e.g., reading groups, job talks, mock interviews, etc.
 - generating external funding for departmental activities
- Extra-departmental
 - college committee head
 - college committee member
 - university committee head
 - university committee member
- Professional service, contributions, honors, awards

4. *Hypothetical example of preliminary merit review*

Example of an evaluation for colleague A, using the criteria suggested:

Colleague A publishes one article in a collection, one book review, and gives one paper on campus:

Research grade: Good

Colleague A's teaching evaluations are very good, she is directing two dissertations, has 7 undergraduate advisees, and teaches a large number of students;

Teaching grade: Very good

Colleague A's has no extra-departmental service, but she is the Director of Undergraduate Studies and regularly attends departmental colloquia, conferences, and job talks.

Service grade: Good

Combined rts grade: Good

Appendix Two: Findlay Visiting Professorship

The Board of Trustees of Boston University approved the establishment of the John Findlay Visiting Professorship in Philosophy in the College of Liberal Arts at the meeting of the Board on July 6, 1993. In a January 6, 1994 letter to the Dr. Dennis Berkey, Dean of the College of Liberal Arts and the Graduate School, officially notifying Dean Berkey of the Board's decision, Executive Vice President and Provost Jon Westling writes: "This visiting professorship is created in honor of the late Professor John Findlay to bring outstanding junior and senior scholars in philosophy to Boston University for either one semester of an academic year with appointment at the rank of associate or full professor. This chair, which bears the name of Boston University's best-known philosopher, will also increase the recognition of the Philosophy Department as it continues to build upon its history of comprehensive philosophical inquiry, which is nowhere better exemplified than in Professor Findlay's life and works."

In a February 2, 1994 letter to then Chair of the Department of Philosophy, Dr. Charles Griswold, Provost Westling adds: "The main reason the Findlay Visiting Professorship was established, as you know, was to give the Philosophy Department the chance to evaluate individuals for possible recruitment."

Appendix Three: Essential functions of Department Administrator

(1) Assist with development of, manage, monitor and work in the conjunction with chair on authorization of all department funds, including the department's operating budget (approximately \$40,000), 7 restricted accounts, 14 faculty research and travel accounts (totaling approximately \$70,000) and faculty research grants. Contribute to long range budgetary requests, advising Chairman on fiscal year closing matters, requests for purchases, long term financial commitments and projects. Serve as authorized signature on faculty grants, working closely with Principal Investigator to ensure all expenses are paid and budgets do not run over. Process all requests for reimbursements from faculty, including honoraria, complex travel reports, and invoices. Work closely with Accounts Payable on various procedural issues, relaying rules and regulations to faculty and chair. Monitor graduate financial aid budget, including the processing of all awards, tracking awards as they change throughout the year, and working closely with students regarding problems with awards. Approve all invoices for payment.

(2) Coordinate short and long range course scheduling for all philosophy courses in CAS, GRS, MET and Summer term (approximately 75 courses per semester, serving over 2,000 students). Prepare drafts of the academic year schedule for review and revision of chair. Prepare all documents for schedule review at department meetings. Sole responsibility for inputting schedule into databases and website, coordinating with Dean's Office and Registrar's 20 Office on all issues such as classrooms, inventory questions, and schedule reviews. Re-write, edit and review proofs for graduate and undergraduate bulletins.

(3) Serve as supervisor to two non-exempt positions and five work-study students, including interviewing, hiring, evaluating and processing payroll. Serve as employee liason with Business Office regarding any conflicts, disputes or other problems employees have. Re-write and revise job descriptions for all 15 department positions.

(4) Assist chair in all matters relating to initial faculty appointments, reappointments, tenure and promotions, sabbaticals and leave of absences. Maintain all faculty records and relevant information on faculty. Work closely with the Dean's Office on all faculty actions, including appointment questions, tracking of appointments, and special circumstances. Serve as departmental contact for incoming and prospective faculty members and provide information as 15 necessary. Work with chair and senior program coordinator on the department's Annual Report. Work closely with new faculty, providing information on department procedures, technology questions, and university policies.

(5) Serve as department's contact with colloquium speakers and search candidates. Organize schedule of activities while visiting campus, make hotel reservations, and provide reimbursement for travel expenses. Work closely with Dean's Office and Business Office on budgeting for faculty searches.

(6) Manage all renovation projects for the department, including the purchasing of new computers and furniture. Work with chair to address faculty and departmental space and

equipment needs. Deal with vendors on all procurements. Prepares annual space inventory surveys.

**Appendix Four: Log of Faculty Members and Administrative Appointments
(October 20, 2022)**

AY 2022-23

Faculty (* = on leave)

Professors: Alisa Bokulich, Tian Yu Cao, Dan Dahlstrom, Juliet Floyd, Aaron Garrett, Charles Griswold*, Walter Hopp, Paul Katsafanas, C. Allen Speight, Susanne Sreedhar, Sally Sedgwick (chair)

Associate Professors: Daniel Star*, Rachell Powell*

Assistant Professors: Mark Gasser-Wingate, Samia Hesni*, Victor Kumar, Michaela McSweeney, Darien Pollock

Research Professor of Philosophy: Peter Hylton

Lecturers: Derek Anderson, Benjamin Crowe

Visiting Assistant Professor: Stephanie Sheintul

Teaching Professional: Eric MacTaggart

Staff

Administrator: Cory Willingham

Senior Program Coordinator: Claudia Valenti

Directors

Chair: Sedgwick

Assoc Chair: Hopp

DUS: Gasser-Wingate

DGS: Katsafanas

PLA: McSweeney

FAO: Speight

Presidents of Graduate Philosophy Association:

Leticia Brache, Matthew Brewer