B. Personnel Matters

Philosophy Department Personnel Committee: The committee is constituted by tenured and tenure-track faculty who have been at USM for at least one academic year. Each has a vote on personnel decisions except when a member is the focus of the personnel action. Secret ballot voting is used in tenure decisions. The work of the Personnel Committee is done by various subcommittees which handle job searches, hiring, retention, tenure, and promotion of faculty. i. Search Sub-committee

A committee chair is elected by the Search Committee members. The chair of that committee takes full responsibility for overseeing the management of the search including advertisement, dossier handling, interviewing procedures both on and off campus, and hiring equity practices. Finalists selected by the Search Committee are brought to campus and the ultimate hiring decision is made.

ii. Peer Review Sub-committee

The Peer Review Sub-committee evaluates candidates for retention, tenure and promotion and post tenure reviews. Its chair is appointed by the department chair in consultation with both the candidate and the prospective committee chair. The Peer Review Chair reviews and summarizes for the council the candidates job performance in the three areas of teaching, scholarship, and university service. The council has an opportunity to discuss these matters with the candidate. A vote is taken by the Personnel Committee (without the candidate present) to determine the action of the council. Following the vote the Peer Review Committee Chair, in concert with the council, drafts a letter to the CAS dean summarizing the council's action. The department chair also writes to the dean concerning the recommendation of the council. The candidate has the right to respond to both letters.

a. Criteria for Evaluating Teaching

The primary sources for evaluation may include the following (not listed in any priority): student course evaluation data; signed student comments, peer evaluations based on in-class observation; and examination of course syllabi, reading lists and examinations. All members of the Peer Review Committee have access to student evaluations of a colleague under review during the review procedure. Student evaluations are otherwise either kept by the individual instructor or the department
b. Criteria for Evaluating Scholarship (Instead of PUBLICATIONS)

Clearly related to effectiveness is scholarly achievement. This includes: books; parts of books; professional journal articles; non-professional journal articles; and book reviews in professional journals as well as grants and fellowships. These together with papers presented at professional meetings have priority over other more informal kinds of scholarly activity, for example, unpublished manuscripts.

c. Criteria for Evaluating University and Community Service

University service includes: university committees (as an officer or a member); college committees (as an officer or a member); department committees; chairing the department; advising student organizations; and an active role in the Philosophy major's organization The Philosophical Symposium. Community service is comprised by work in community projects in a professional capacity and participation in university-sponsored public service programs.

d. Joint Appointment Evaluations

In the case of joint appointments, both the Philosophy Department and the adjunct department evaluate all areas except scholarship, which the Philosophy Department will evaluate solely.

iii. Absentee Voting on Personnel Matters

If a faculty member is not present at a meeting to vote on promotion, tenure, retention or hiring decisions, he or she can choose not to vote, to send a written vote, or pick a proxy. But the proxy vote must be accompanied by a written statement to the head of the Personnel Committee analyzing the candidate’s dossier, giving justification for the judgment rendered. The department chair must notify all department members of the upcoming matter. Written notes must arrive in time for the decision-making meeting.