

# Philosophy Department

## Faculty Handbook : By-Laws

1. **Eligibility to Vote.** All persons in the Department eligible for membership in the San Diego Division of the Academic Senate shall be eligible to vote.

### **PROFESSORIAL (OR EQUIVALENT) APPOINTMENTS**

Both tenured and untenured faculty discuss and vote on proposed ladder-rank hires at all levels. Voting privileges have not been extended to Emeriti.

### **PROMOTIONS AND MERIT INCREASES**

The Philosophy Department adheres to By-Law 55's eligibility for voting:

Ladder Rank Faculty

<b>RANK</b>	<b>ELIGIBLE VOTERS</b>
Assistant Teaching Professors, Assistant Professors	All Associate and Full Teaching Professors, All Associate and Full Professors
Associate Teaching Professors, Associate Professors	All Associate and Full Teaching Professors, All Associate and Full Professors
Full Teaching Professors, Full Professors including Advancement to Distinguished Teaching Professor, Distinguished Professor	All Full Teaching Professors, All Full Professors

In accordance with the provisions of Paragraphs 2 to 6 of Article B of [Academic Senate By-Law 55](#), Assistant Teaching Professors / Assistant Professors neither participate in the discussion nor vote on any merit or promotion actions, including merits within the Assistant Teaching Professor / Assistant Professor rank.

Voting privileges have not been extended to Emeriti.

For clarity it is noted that Associate Professors, regardless of step, participate in merit reviews of all Assistant and Associate Professors. A merit review is an increase in step

within rank. On promotions (a change in rank) Associate Professors participate when an Assistant Professor is being promoted to Associate Professor. However, if an Associate Professor is under consideration for a promotion to Full Professor, then only Full Professors would vote as Associate Professors do not vote on actions involving the Full Professor rank.

2. **Chair and Vice Chair.** The duties of the Chair, who is appointed by the Chancellor, shall be carried out in consultation with the Department faculty.

Each chair selects a Vice Chair with the following duties:

- a. The Vice Chair steps in as Acting Chair when the Chair is unavailable on a temporary basis.
- b. The Vice Chair acts as Chair when issues arise that pose a potential conflict of interest involving the Chair.

3. **Departmental Delegates to Academic Senate.** The Chair selects a delegate to the Academic Senate and an alternate to serve a two-year term.

4. **Director of Graduate Studies and Director of Undergraduate Studies.** The Chair appoints faculty to these positions for what are typically three-year terms.

5. **Department Meetings.** Department Meetings shall be held during academic year service periods at the call of the Chair during a regular weekly meeting time that is held open for that purpose.

6. **Recruitment Searches.** Recruitment searches are guided by university policy. The Chair selects a search committee that must receive approval in accordance with University policies and procedures. The search Committee for tenure-track and tenured faculty positions shall access applications and follow current University processes and procedures to review and select applicants to be interviewed. Once these interviews are completed, the Search Committee will present a long list of candidates for the entire faculty to consider, and recommendations for a short list from among those candidates for further consideration. All Senate faculty members shall vote on the short list, and after further consideration (which typically involves campus visits), all Senate faculty members shall vote on whom, if any, to make an offer to.

7. **Changes in By-Laws.** The By-Laws may be amended by a vote of at least two-thirds of the voting members of the Department.