



EMORY

THE DEPARTMENT OF PHILOSOPHY FACULTY HANDBOOK

Version 2, effective December 8, 2022

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OFFICES OF THE DEPARTMENT OF PHILOSOPHY

Administration and Staff

Department Chair/ Noëlle McAfee
 Director of Graduate Studies/ Cynthia Willett
 Director of Undergraduate Studies/ Jessica Wahman

Department Administrator/ Michael Hodgkin
 Administrative Assistant/ Debbie Miller
 Program Coordinator/ Sara Howard

Standing Committees

Graduate Studies Committee

Cynthia Willett (DGS)
 David Marriott (August 2022-July 2025)
 Andrew Mitchell (August 2022-July 2025)

Undergraduate Studies Committee

Jessica Wahman (DUS)
 Jeremy Bell (August 2022-July 2025)
 Axelle Karera (August 2022-July 2025)
 John Lysaker (August 2022-July 2025)

Graduate Placement Committee

Cynthia Willett (DGS)
 Axelle Karera (January 2023-July 2025)
 John Lysaker (Fall 2022)
 Rocío Zambrana (Spring 2023)

Diversity, Equity, and Inclusion Committee

David Marriott, Chair (August 2022-July 2025)
 John Stuhr (August 2022-July 2025)
 Rocío Zambrana (January 2023- July 2024)

Colloquium Committee

George Yancy (August 2022-July 2024, Chair during AY 2022-2023)
 Jeremy Bell (August 2022-July 2026, Chair during AY 2024-2025)
 John Stuhr (August 2022-July 2025, Chair during AY 2023-2024)

Library Liaison

Aminah Hasan-Birdwell (August 2022-July 2025)

Ad Hoc Committees (AY 2022-2023)

Phenomenology Search Committee

Andrew Mitchell, Chair

Jill Robbins

George Yancy

BYLAWS OF THE DEPARTMENT OF PHILOSOPHY

ARTICLE I. Name of the Organization

Department of Philosophy, Emory University

ARTICLE II. Object of the Organization

The Department of Philosophy is a body of faculty members charged by Emory College and the Graduate School of Arts and Sciences with pursuing the academic functions of teaching, research, and service related to the study of Philosophy. These by-laws govern the formal actions and deliberations of the department as a collective body in carrying out these academic functions, as defined below.

ARTICLE III. Members of the Organization

All tenured, tenure-track, and lecture-track members of the faculty.

ARTICLE IV. Officers

The Chair of the Department, appointed by the Dean of the College; the Director of Graduate Studies (appointed by the Chair in consultation with the Dean of Laney Graduate School); the Director of Undergraduate Studies (appointed by the Chair). Standard term for each officer is three years.

ARTICLE V. Standing Committees

Terms of appointment to standing committees typically shall be three years for all members except the Chair, the DUS, or the DGS, who are officers of the Department and are members of appropriate standing committees during their tenure in office. Appointments shall be staggered to provide continuity. The Chair (in consultation with the DGS and DUS) shall appoint replacements to fill vacancies. No replacement shall serve for longer than the time remaining on the prior member's term of service.

Standing committees must always be adequately staffed to perform committee business as necessary. The make-up listed below is optimal and should be maintained whenever possible. In periods when there are multiple leaves and/or retirements, each committee may operate with one less member than normal if and only if this is approved by the Committee Chair and by majority vote of the faculty.

Undergraduate Studies Committee

DUS and 3 faculty appointed by the Chair in consultation with the DUS.

Graduate Studies Committee

DGS and 3 faculty appointed by the Chair in consultation with the DGS.

Graduate Placement Committee

DGS and two other faculty appointed by the Chair in consultation with the DGS.

When the number of available faculty is modest, the GSC may take over placement duties for a year if and only if this is approved by the DGS and Chair.

Diversity, Equity, and Inclusion Committee

Committee Chair and two other members from the faculty, all appointed by the Chair, and two graduate students elected by the graduate students.

Colloquium Committee

Committee chair and two additional members from the faculty, all appointed by the Chair.

No one person can serve simultaneously on both the graduate and undergraduate studies committees.

No faculty who is a member of the organization is allowed to serve on more than one standing committee more than the voting faculty member who serves on the smallest number of standing committees (not counting those faculty who are on sabbatical or other leave or those who decline to serve on one or more standing committees).

ARTICLE VI. Officer and Committee Duties

Chair

Charge: The Chair is the chief executive officer of the department.

Department Meetings: The Chair is authorized to call and facilitate meetings of the Department; if the Chair is unable to call and facilitate meetings, the Director of Graduate Studies and the Director of Undergraduate Studies may call meetings. Standing and Ad Hoc Committees may and should request that the Chair call meetings when necessary to report on committee business or conduct discussion of important business. Individual faculty may request that the Chair call a meeting. In response to requests for a meeting, the Chair shall convene one in a timely fashion.

The Chair shall provide an agenda in advance of all meetings, preferably one week in advance, and shall invite members of the organization to propose agenda items. Minutes for each meeting will be kept by a member of the faculty and shall identify 1) the date of the meeting including month, day, and year; 2) the names of all faculty present at the meeting; 3) issues raised for discussion and 4) actions taken as well as significant arguments pro and con, except in the case of personnel decisions, where only the action will be recorded

Regular Department faculty meetings shall have a standard opening format as follows:

- Approval of minutes from the previous meeting, which will have been distributed to all members of the organization by the Chair prior to the meeting. Approved minutes will be preserved in electronic form on One Drive or some similar program for future reference. All

members of the organization will have access to these minutes.

- Call for reports of Committees. All committees shall have the opportunity to report during each meeting although they need not. Each committee must report at least once per term.
- Discussion of agenda items.
- Graduate student representatives also shall have the opportunity to report at each meeting.

College Meetings: The Chair shall attend all Chair Meetings called by the Dean and report to the faculty any pertinent information conveyed.

Budget: The budget is managed by the Chair in consultation with the Academic Department Administrator and the Program Coordinator. At the beginning of each year, the Chair should report on the health of the budget and indicate any significant changes in costs and/or income streams.

Travel funds are set by the College and distributed accordingly. Each year the Chair shall announce the amounts distributed. When possible, the department also routinely distributes some of the remaining allocated funds as travel and research support. The amounts vary year by year, but the Chair should report on allocations early in the year to allow faculty to make plans. All tenure-related and lecture-track faculty may request financial support for any matter pertaining to teaching or research. Such requests should be made to the Chair and include the amount requested, what it will pay for, and what benefit it will bring to the faculty member and/or the department.

Scheduling: The Chair is responsible for administering the department's curriculum. After soliciting preferences from faculty, course schedules are set by the Chair in consultation with the DUS and DGS regarding undergraduate and graduate offerings, respectively. Faculty are expected to teach at every level and assignments will reflect this expectation. Depending on staffing needs, those with 1-semester leaves may or may not teach at the graduate level when they are not on leave. Otherwise, faculty participating in the graduate program can expect to teach a graduate course every year presuming sufficient enrollment.

When compatible with staffing demands, co-teaching is supported by the Department of Philosophy, meaning it is regarded as in-load for both instructors. Co-teaching is understood to entail at least two instructors of record working together to deliver every aspect of the course. Co-teachers should attend all meetings and grade all assignments, just as they would if they were the only instructor of record. Failure to meet these standards will result in the assignment no longer being regarded as in-load. The instructor in violation of this policy will have to make up a course the following year.

Merit Reviews and Raises: The Chair will perform annual reviews in keeping with college policy and direction. In addition to the data gathered in Faculty 180, which faculty can and should update in an ongoing manner, faculty should submit 1-page annual narratives indicating the principal achievements and challenges they faced during the review period. This document, which can be uploaded to Faculty 180 as well, should contextualize publications (solo as well as co-authored pieces), public scholarship, lectures, teaching evaluations, awards, etc.

At the beginning of each term served, the Chair shall facilitate a faculty discussion of the expectations

for various ratings in research, teaching, service, and collegiality, and explain basic College policies and procedures governing merit review and raises.

Terminal Appointments: The Chair is authorized to initially appoint faculty on terminal contracts. For Visiting Assistant Professors, when possible, the Chair should appoint at least one other faculty member also to review applications. If it becomes possible for someone on a terminal contract to be reappointed, the Chair shall refer the matter of reappointment to the faculty who shall discuss and vote on it. All full-time faculty are eligible to vote on such reappointments.

Staff: The Chair is responsible for managing the office and its staff in consultation with the ADA.

Graduate Studies Committee

Meetings: The GSC shall convene at least once each semester. Meetings are called by the DGS but any member of the Committee or the Chair may request a meeting. Such requests must be met in a timely manner.

Charge: In general, the GSC, under the direction of the DGS, oversees the graduate program on behalf of the department. The DGS or a representative is expected to attend all LGS meetings and report to the GSC and, when appropriate, to the department, on pertinent matters. The GSC also reports to the faculty on the health of the program, making recommendations when it believes changes or adjustments should be made. All changes must be considered and voted on by the faculty.

Specifically, the GSC:

1. Manages LGS funds distributed to help with recruitment and to support programing;
2. Runs graduate admissions and recruitment, including nominating eligible students for LGS top-off awards;
3. Administers the logic and language exams;
4. Oversees student progress and writes annual review letters for each student in the program;
5. Assesses the program in accord with LGS and University protocols;
6. Maintains the graduate student handbook and relevant web pages, updating them when necessary;
7. Reviews student syllabi and provides feedback to ensure pedagogical excellence;
8. Organizes workshops and information meetings for students to contribute to their academic development;
9. Organizes meetings with graduate students to receive feedback from them.

Undergraduate Studies Committee

Meetings: The USC shall convene at least once each semester. Meetings may be called by any member of the Committee or by the Chair of the Department. Such requests must be met in a timely manner.

Charge: In general, the USC, under the direction of the DUS, oversees the undergraduate programs on behalf of the department. The USC also reports to the faculty on the health of the programs, making recommendations when it believes changes or adjustments should be made. All changes must be considered and voted on by the faculty.

Specifically, the USC:

1. Oversees advising for majors and minors, as well as new student advising;
2. Serves as the Selection Committee for Phi Sigma Tau and for the Hartshorne and Kuntz prizes;
3. Proposes a speaker to the department for the annual Edwards lecture;
4. Organizes and sponsors various social events for undergraduate majors and faculty;
5. Maintains regular communications with departmental majors and minors via the Department's listserv;
6. Assesses the program in accord with College and University protocols;
7. Maintains the relevant department web pages, updating them when necessary.

Graduate Placement Committee

Charge: The Graduate Placement Committee helps prepare doctoral students for careers within and beyond the professoriate.

Meetings: The GPC shall convene at least two meetings per term with those graduate students interested in its efforts.

Specifically, the GPC:

1. Holds informational meetings for doctoral candidates and recent graduates about the academic job market.
2. Assists students in preparing application materials (vitae, letter, dissertation précis) through workshops and conferences.
3. Arranges mock interviews conducted by department faculty to simulate first- round and on-

campus interviews.

Colloquium Committee

Charge: The Colloquium Committee shall plan an annual slate of speakers and, where appropriate, corresponding seminars.

Meetings: The Colloquium Committee shall meet as many times as needed to generate a slate of speakers for the following year.

Specifically, the CC:

1. Solicits recommendations from all faculty members;
2. Decides upon and invites a slate of speakers who represent a diverse range of specializations representative of departmental interests;
3. Coordinates and oversees speaker visits.

Diversity, Equity, and Inclusion Committee

Charge: The DEI is charged with aiding the department's efforts to establish and maintain a culture of inclusion and equity.

Meetings: The DEI committee shall meet at least twice each semester. Meetings may be called by any member of the Committee or by the Chair of the Department.

Specifically, the DEIC:

1. Solicits feedback from all members of the department and its programs pertaining to the inclusiveness of its climate and programs,
2. Works with faculty and students, say in the form of workshops, to further develop a culture of diversity, equity, and inclusion.
3. Works with relevant College and University Offices, e.g. the Office of the University Ombuds, to provide resources and training to faculty and students regarding issues of diversity, equity, and inclusion.

Article VII: Searches for Recurring Appointments

Searches: Requests for searches are solicited and approved by the Dean of the College/Vice President for Arts and Science. Search committees are appointed by the Chair but receive their charge from the voting members of the department faculty. A search committee shall consist of at least three voting faculty members. It should be formed as early as possible to allow for a timely review of

candidates. Search committees are representative bodies whose task is to aid the department in finding the best possible candidate. Their task is to review files and conduct the search until the time of campus visits. All files shall be available throughout the search to all voting members of the faculty, and the search committee may invite recommendations and other thoughts from faculty prior to formulating its list of semi-finalists. After finalists are determined, the search committee ceases to exist.

Charge to the Search Committee

A search committee's responsibilities include:

1. Writing the job description and clearing it with the faculty of the Department.
2. Working with the Chair to advertise the position.
3. Consulting with the appropriate administrative officers on affirmative action policy and search procedures, including developing search criteria.
4. Screening written applications using the approved search criteria.
5. Presenting a short list of semi-finalist potential interviewees to the department as a whole. Any member of the department who has read all the files and followed the search criteria may recommend an addition to the semi-finalist list for the search committee to consider.
6. Interviewing semi-finalist candidates. All voting members of the faculty who wish to attend these interviews as observers (and not as participants) shall be allowed to do so if they agree to attend all the interviews.
7. Selecting a finalist list for campus interviews and then reporting the results to the department at the next scheduled department meeting.

At this point the search committee dissolves and the head of the committee works with the chair to schedule campus visits. The department as a whole will vote (if more than two candidates, using ranked choice voting) on whom to recommend to the dean's office.

Affirmative Action Compliance

Search committees will comply with all Emory University policies and procedures, including those contained in the University's statement on Affirmative Action, published by the Office of Equal Opportunity Programs.

ARTICLE VIII. Suffrage and Voting Procedures

Preamble: Given that Department actions depend on full and free discussions, the Philosophy Department affirms the principle of free speech for all faculty regardless of rank and condemns any attempt on the part of any member of the faculty to influence another faculty member's voting through any kind of intimidation (which would include any attempt to suggest that voting a

particular way will have any influence whatsoever on tenure, promotion, salary, leaves, or any other matter affecting the faculty member's career here or elsewhere).

1. With the exception of instituting and amending these bylaws, all matters brought to a vote will be decided by a simple majority. If no majority can be found (no matter how many alternatives exist for a given vote), the motion fails.
2. No votes may be taken without a quorum. Two-thirds of current FTE (not on leave) must be present for a quorum.
3. Votes will follow a discussion that is sufficient for all those voting to make their points. In the case of exceptionally lengthy discussions and only after each voting member has been provided at least two opportunities to contribute to the deliberation, the question may be called by any member of the faculty, but it requires a 3/4 majority to end discussion and move to a vote.
4. A faculty member's voting record shall not be made a part of any discussion of his or her tenure, promotion, salary, leave request, or any other matter affecting the faculty member's career here or elsewhere.
5. All tenured, tenure track, and lecture-track faculty are enfranchised. This includes the responsibility of voting on appointments of all full-time, permanent faculty, tenure-track or lecture-track. Part-time faculty do not vote on departmental matters.
6. Voting members may vote in favor of motions, against them, or register an abstention.
7. Faculty votes are not required on part-time or visiting appointments. Majority faculty votes are required for appointments of more than one year or for reappointments.
8. In keeping with college policy, all votes on matters of renewal, tenure, and promotion shall be public and recorded. All hiring decisions, including decisions about whether to admit current Emory faculty from other units into Philosophy, will be made by secret ballot. All other votes shall be public.
9. Absentee ballots shall be accepted. The Chair shall make a reasonable effort to ensure that all members of the Department who are eligible to vote know that a vote will be taken. Absentee votes must be cast and received prior to the meeting.
10. The tally of the vote shall be reported to all faculty eligible to vote on the matter prior to or concurrently with its being reported to any other office or party.
11. In keeping with College policy, all votes concerning matters of renewal, tenure, and promotion shall be recorded in a letter drafted by the Chair that is then shared with and signed by the faculty. The letter should reflect the chief reasons offered in support of the votes registered. The Chair must take all reasonable steps to revise the letter until it accurately reflects the department's discussion.
12. Joint appointments with at least 50% in philosophy may participate fully in departmental matters, including voting. Those with less than 50% in Philosophy may attend and participate in meetings in keeping with their rank but may not vote.

13. Excluding votes to determine temporary procedures pertaining to the meeting in which they occur, no vote shall be permitted on any issue at a given department faculty meeting unless that issue was included in the written agenda distributed by the Chair at least one week prior to the meeting.

ARTICLE IX. Graduate Faculty

Rules governing LGS faculty govern all Philosophy graduate faculty.

ARTICLE X. Faculty Handbook

A *Faculty Handbook* shall be maintained and made easily available to all faculty. This *Handbook* shall contain the Bylaws and all information pertaining to the principles, policies, and procedures by which the Philosophy Department governs itself and oversees its students. Material to be included in the *Handbook*, revisions as well as additions, may be submitted by committees, officers, or individuals. Any submission shall be included in the Handbook only after being approved by majority vote of the faculty members of the organization.

On the rare occasions when exceptions to policies and procedures other than the Bylaws need to be made and cannot be made by the deliberation and vote of the faculty members of the organization, they may be made by the Chair, the Director of Graduate Studies, and/or the Director of Undergraduate Studies in consultation with the committee overseeing that aspect of the department's business. All exceptions and the reasons for them shall be reported to the Department.

The *Faculty Handbook* shall be kept current. The responsibility for updating the *Faculty Handbook* is that of the Chair, who shall sign and date any updates. The *Faculty Handbook* as revised will be made available to all faculty in electronic form, with two paper copies to be kept in the main office, 214 Bowden Hall. Superseded editions of the *Handbook* shall be kept on One Drive for reference purposes.

ARTICLE XI. Student Appeals

All concerns having to do with the evaluation of work should first be addressed to the instructor of record. Ordinarily if the student fails in a good faith effort to address a concern with the course instructor, an undergraduate student may appeal to the DUS and the graduate student to the DGS who, in consultation with the student and the professor, will attempt to resolve the matter. In the rare event when neither effort affords a satisfactory resolution, the student may petition the Chair in writing. The Chair shall then consult with any parties deemed appropriate and make a department-level final decision.

ARTICLE XII. Faculty Relationships and Conflicts of Interest

The Philosophy Department is committed to the principles of fair and impartial evaluation of all people within the Department. To that end, the Department requires that faculty recuse themselves from any Departmental discussion or action that would entail conflict of interest, appearance of conflict of interest, abuse of power, or breach of the policies of Emory University and its Colleges. The Philosophy Department adheres to all College and University policies governing such issues.

ARTICLE XIII. Amendment of the Bylaws

The Bylaws shall be amended as necessary. The procedure governing amendment (which includes additions) is as follows:

Amendments may be proposed by any voting member of the Department. The Department shall research the precedents and consequences of any proposed amendment. The proposed amendment shall then be considered by the Department faculty leading to two votes, the first a reasonable amount of time prior to the second. A two-thirds majority of voting faculty is needed to amend the Bylaws. It shall be only after the second vote in which a two-thirds majority approval is received that the amendment shall be adopted. The Chair will then revise the Bylaws to reflect the change.

[Bylaws first adopted Spring 2022. Amended December 8, 2002.]

Chair's Role and Responsibilities

The chair is the chief academic and administrative officer of the department and reports to the Dean of the College. The chair leads the department in managing:

Operations

- developing a vision that supports the particular goals of the unit and the broader goals of the College and the University
- representing the interests of the department to audiences both inside and outside the university
- working with the College Office on promotion and tenure, salary increases, leaves of absence (regular, junior & special), space planning, facilities and equipment management, etc
- providing a key communication link between the College administration and departmental faculty
- coordinating an effective curriculum, including the scheduling of courses
- managing the budget, overseeing expenditures, maintaining accurate records and ensuring sound fiscal policies and procedures
- directing operations as well as short term and long term planning
- managing departmental staff, including development and performance evaluation
- generating reports, including the annual report and data requests
- building strong relationships with other campus units and leaders
- Overseeing the department space allocation/use

Faculty Matters

- promoting excellence in teaching, research and service
- Ensuring department faculty have a professional development plan
- Overseeing department faculty recruitment
- Developing a faculty evaluation rubric to be used in assessing faculty excellence
- Meeting with and evaluating each faculty member at least annually – Tenure-track faculty will require more oversight and feedback
- nominating faculty for university and external awards - book prizes, fellowships, etc.

Mentoring / Advising

- managing the mentorship of their faculty – Oversee a mentoring program in the department that provides individual mentorship for all associate professor, assistant professor and lecturer track faculty
- monitoring student affairs, including undergraduate advising and graduate training

Chairs are appointed by the Dean of the College, in consultation with faculty members of

the respective departments, and typically serve a three year term, which may be renewed given agreement of both the dean and the chair. Chairs teach not less than half a regular faculty teaching load for the year and receive an administrative salary supplement.

ECAS document dated 8/18/2017

Emory College of Arts & Sciences **FACULTY RESPONSIBILITIES**

PREAMBLE

This document outlines the basic expectations for how Emory College Faculty should carry out their research, teaching, and service duties. These expectations are a general reflection of the obligations and responsibilities outlined in the Emory University “Gray Book” (<https://provost.emory.edu/includes/documents/sections/faculty/tenure-and-promotions/Emory-Gray-Book.pdf>).

Faculty members engage in a wide range of activities and, depending on the type of appointment they hold, have responsibilities for conducting research; producing scholarly publications and creative works; teaching; advising and mentoring colleagues, graduate students, and undergraduate students; serving on committees in their departments and schools, and otherwise contributing to the life of Emory College, the University, and their professional disciplines. In addition, faculty are expected to comply with all elements of the University Workplace Conduct Policy, which outlines University’s general rules for ethical and healthy workplace practices:

<https://provost.emory.edu/faculty/handbook/workplace-conduct.html>

RESEARCH RESPONSIBILITIES

Tenure track/tenured/ faculty/professors of pedagogy are expected to

- engage in research, reflection and publication or in other creative efforts according to expectations of rank and divisions.
- be aware of and conduct their research in conformity with University policies and policies of external agencies including those on protections of human study participants or animal subjects, conflict of interest, patents, and copyright.
- be responsible for mentoring research of graduate and undergraduate research assistants on projects under the faculty’s member auspices.

TEACHING RESPONSIBILITIES

Faculty are expected to

- contribute broadly to the curriculum according to the needs of their academic unit(s),
- provide a course syllabus to students during the first week of classes. Syllabi should be a

roadmap for the course and include clear statements of course objectives, requirements, and expectations.

- provide timely feedback to students on their coursework and be reasonably available to students outside classtime.
- make reasonable accommodations for students with disabilities or students who observe religious holidays.
- submit final grades to the Registrar no later than the official deadline.
- be responsible for the supervision of the work carried out by teaching assistants.
- meet all scheduled classes. In the event of a missed class (e.g., to attend professional meeting, due to illness, or to observe a religious holiday) the faculty member must promptly notify the students and reschedule the class or provide relevant alternatives. An absence for more than one week requires notification of the Department Chair and, if necessary, enlistment of their help to arrange coverage of the missed classes.
- make up teaching obligations in the same or subsequent semesters for classes canceled due to under-enrollment in a way that meets the teaching needs of the academic unit.

SERVICE

Faculty are expected to perform service that is appropriate to their rank and the needs of the academic unit, the College of Arts and Sciences, and the University.

AVAILABILITY

Faculty are expected to

- be available to students and colleagues during the work week by holding office hours and/or being otherwise available for consultation and by responding to correspondence in a timely fashion.
- When on leave, continue supervising their research graduate advisees and make provision for the supervision of their undergraduate research advisees.
- participate, as appropriate, in the shared governance of the department, the College and the University.

Philosophy Department

Criteria for end of year faculty evaluation by Philosophy Chair (Criteria are always applied relative to rank)

1. Research

Exceptional

Published a book (peer reviewed monograph; this is counted in the year that it comes into print); OR won a major nationally competitive semester or year-long research grant/fellowship; OR won a highly competitive national association book prize; OR won an article prize; OR published three or more peer reviewed journal articles; OR accomplished something of equal professional substance.

Commendable

Published two refereed journal article(s) or chapter(s) in edited volumes; OR edited a volume or journal special issue (this is counted in the year it comes into print); OR won a regional association book prize; OR won a fellowship at Emory's Fox Center for Humanistic Inquiry (or equivalent); OR won an Emory University Research Committee (URC) grant (or equivalent); OR keynoted major international/national conference; OR significant public scholarship (op-eds; digital/media outreach) ; OR accomplished something of equal professional substance.

Meets Expectations

Published or had accepted for publication one refereed journal article or chapter in edited volume; OR accomplished something of equal professional substance.

2. Teaching

Exceptional (in addition to meeting commendable expectations)

Demonstrates evidence of a reflective, evolving pedagogy in the areas of course construction, classroom instruction, and the mentoring of students OR won a college, university or national teaching award.

Commendable (in addition to meeting expectations)

Have an overall instructor mean significantly above department average for the year; OR developed and taught an entirely new course; OR received a college or university grant for pedagogical innovation.

Meets expectations

Taught four courses with average enrollments and average overall instructor mean; OR revised courses.

N.B. summer, Maymester, and other types of extra compensated teaching are not part of the evaluation. Because Spring undergraduate evaluations are not complete/available at the time of review, teaching evaluation covers the prior calendar year.

3. Advising

Exceptional

Chaired three or more graduate committees; OR served on six or more graduate committees (as chair or member); OR directed two or more Honors theses; OR advised two or more undergraduates on an undergraduate fellowship program; OR other work of comparable value.

Commendable

Chaired two graduate committees; OR served on three graduate committees (as member); OR directed an honors thesis; OR advised one or two undergraduate students working on research projects; OR major advising leading to a highly competitive national award (e.g. Fulbright); OR co-authored publications with undergraduate or graduate student; OR other work of comparable value.

Meets expectations

Served on two graduate committees (as chair or member); OR served as reader for honors theses and SIRE; OR acted as a PACE advisor; OR informal advising.

4. Service:

Exceptional

Served as DGS or DUS; OR chaired a search committee or major ECAS, LGS or University committee (e.g. Faculty Senate, Fulbright, Special Provost's Initiative); OR served on the Tenure and Promotion Committee; OR elected president of a major professional organization; OR held editorship of a leading academic journal.

Commendable

Directed Emory program (e.g., Studies in Sexualities); OR served as member of a search committee; OR member of major ECAS, LGS or University committee (as above); OR member of a graduate committee; OR member of the editorial committee (not the general board of editors) of a professional journal; OR membership on a major grants and fellowships committee (e.g. NSF, ACLS, Fulbright).

Meets Expectations

Served on an undergraduate committee; OR served on non-major ECAS, LGS or University committee; OR participated in one-off events (e.g. speaking at a grants workshop, speaking in another department's lecture series, giving guest lectures).

Department of Philosophy Graduate Student Advising Guide

These guidelines focus on graduate student advising in order to make faculty and students accountable to each other with regard to the program requirements and expectations. This is a document for both faculty advisors and student advisees: in case faculty fails to meet these minimum standards, the advisee should contact the Director of Graduate Studies and Chair.

General Advising:

Be prepared to advise students for both academic and non-academic career tracks.

Availability:

Be available to students during the work week by holding office hours and/or otherwise available for consultation; and by responding to correspondence in timely fashion. (College Handbook)

Faculty should be prepared to provide a letter of recommendation for a student with at least a two-week notice should they agree to write one. (Philosophy Department)

When on leave, continue to supervise graduate advisees.

During summers, continue to supervise graduate advisees for: 1. Revisions of essays towards conference papers and publication. 2. Guiding their dissertation student through all stages of the dissertation from prospectus through dissertation preparation and defense. 3. Assist the student with networking opportunities and on grant writing. 3. Assist the student in gathering materials for the job market.

Teaching Observations and Letters:

Faculty advisors are expected to attend at least one class session of a graduate student-taught course in their third year and again in their fifth year. After the class, the advisor discusses strengths and any suggestions for improvements. The advisor writes a letter detailing their visit and their evaluation of their teaching for the student's file. The primary purpose of the letter is for Dean Teaching Fellowship applications and job market.

YEAR 1

Summer-Fall before the 1st Year Graduate Student Comes to Emory:

- Pre-dissertation advisors should introduce yourself and offer to meet them as soon as they arrive. Address any initial questions about the program.
- Meet with the Student over coffee or lunch to discuss course selections for their first term and talk about being a graduate student at Emory. See if they are prepared to take any of the Language or Logic Exams, offer to make a plan for fulfilling them in the next few years.

Mid-Fall during the Student's First Semester at Emory:

- Email to check-in about how things are going; offer to meet in person.

End of Fall/Beginning of Spring Semester

- Meet with the Student to go over how their first term went, to go over course selections for Spring, and to solicit their PHIL 700 Three-Year Plan that they wrote up for their career. Make any adjustments to this plan together to map out their next three years as they complete a majority of the program requirements.

End of Spring Semester/Beginning of Summer

- Email to check in about how things are going; offer to meet in person to a plan/to-do list for the Summer together (refer back to their own three-year plan). Ideally, they should work on one language and/or Logic exam and revise seminar papers for presentation and and/or publication during their first Summer.

YEAR 2

Early Fall Semester

- Check in about how their summer was, if they completed the tasks that they planned to do; meet in person to re-assess any of the goals.

End of Fall/Early Spring Semester

- Meet to discuss how things are going, what program requirements they have left, and what their plans for completing them are, also discuss course selections.

End of Spring Semester/Early Summer

- Meet or email to make plans for their summer, which should aim at completing Language and Logic requirements and revising essays towards presentation or publication. Ideally, they should have completed language and logic requirements and prepared a Syllabus by the end of their second summer. Note that students take two (2) Directed Study classes during their 3rd year (1 focused on AOS Specialization, 1 focused on Dissertation Prospectus writing) as they also teach 1 (one) introductory course on their own. They should have some sense of who they might want to do these Directed Readings with and who might be part of their dissertation research before the summer.
- Students get their teaching assignments for next year in the Spring. Plan on meeting with them and go over their Syllabus to discuss teaching and pedagogy.

DISSERTATION PROSPECTUS AND RESEARCH STAGE ADVISING

YEAR 3

Fall Semester

- This is the year that graduate students start thinking about their dissertation prospectus. If you have a student who is taking an AOS Directed Study with you in the fall, share with them how you approach this kind of research, discuss how to set realistic guidelines and deadlines, research and writing. A product of this Directed Study is an Annotated Bibliography of relevant primary and secondary sources.

Spring Semester

- Student takes additional Dissertation Prospectus Directed Study and completes a dissertation prospectus. Inform your student about how to put together a committee, how to schedule a defense, and how to put together a defense. A product of this Directed Study is a dissertation prospectus draft submitted to you by mid-Semester, and then submitted to committee and defended by the end of the Semester or early Summer.
- Plan on visiting the student's class at least once (if not twice) and schedule a meeting afterwards to give them feedback on their Syllabus, pedagogy, practices.
- Student should also apply for external grants in order to fulfill the Grant Writing Requirement by the end of their third year.

After Dissertation Prospectus Defense:

- Meet with the student to go over the defense, feedback from committee members, and to establish a timeline for each chapter draft.
- Regardless of whether the student will be in town for the following year, commit to meetings (in-person or video conference) at least every month to check in about their writing process, research process, and overall well-being. Some students will need more frequent, perhaps even weekly, meetings.
- Aim to give written and/or oral feedback on any written work (dissertation chapter drafts or article drafts) within 2-4 weeks (or by previous arrangement with the professor).

Notes: Free Lunch for mentor who accompanies an advisee at Dobbs Common Table. Mention at the cash register at entry.