

**REVISED 23 APRIL 2019**

**POLICIES AND PROCEDURES  
FACULTY OF RELIGIOUS STUDIES  
ARIZONA STATE UNIVERSITY**

This document contains the policies and procedures of the Faculty of Religious Studies in the School of Historical, Philosophical and Religious Studies (SHPRS) in College of Liberal Arts and Sciences. These policies and procedures are binding upon current and future members of the unit. If members wish to deviate from procedures outlined in this document they must go through the amendatory procedure specified in Article XI.

This document gives faculty rules for some procedures which are more fully described in the By-Laws of the College of Liberal Arts and Sciences and especially in the Academic Affairs Policies and Procedures (ACD) Manual. This document refers primarily to the areas left to faculty discretion and should therefore be consulted in conjunction with the by-laws of the School of Historical, Philosophical and Religious Studies and the College Policies and procedures and ACD Manual. These other documents will be cited below only when necessary for clarity. If one portion of the document becomes in conflict with College, University of Arizona Board of Regents rules and policies, then it will be superseded by those rules or policies, but the rest of the document will remain in force.

**ARTICLE I: MEMBERSHIP**

- A. Voting members of the faculty shall consist of all faculty who 1) are budgeted at least fifty-percent percent in the faculty and 2) are tenured, on tenure track or are lecturers on continuing contract.
- B. Faculty on sabbatical may not vote. Faculty on leave may vote if they have inspected all the documentary evidence and taken the initiative to participate.
- C. Faculty may submit an absentee ballot if they are unable to attend the meeting when a vote is taken.

**ARTICLE II: FACULTY HEAD**

- A.
  - 1. The SHPRS Director appoints the Faculty Head in consultation with the faculty for a one-year, renewable term.

E. Responsibilities.

- Serves as liaison between the Faculty and the School Director.
- Attend regular ExComm meetings for consultation with the School Director
- Convene and facilitate regularly scheduled faculty meetings throughout the academic year
  - ensure that minutes are recorded, approved, and archived
  - lead the disciplinary faculty in proactively addressing the short- and long-range needs and goals of the program
  - ensure regular reports to the faculty from chairs of disciplinary committees (e.g., DUS, DGS)
- Facilitate communication between Director and faculty
- Recognize faculty achievements
- Coordinate elections to committees; submit recommendations to the Director for appointments to school-wide committees (including search committees)
- Provide oversight of spending of disciplinary event budget allocated from SHPRS local budget as well as discipline specific funds (such as Friends of Philosophy)
  - Call for proposals from faculty
  - Oversee selection process by unit faculty
- Provide mentoring to junior, and contingent, faculty
- Review promotion and/or tenure guidelines regularly with faculty
- Notify them of pertinent workshops sponsored by the Provost's office
- Arrange for peer reviews before 3rd year probationary reviews and P&T cases
- Provide advisory recommendation on retaining contingent faculty
- Manage the evaluation process for contingent faculty
- Serve as the point person on the disciplinary faculty for new SHPRS initiatives (e.g., target hire opportunities)
- Serve in an advisory/consultative role to all disciplinary committees, including search committees; and advise the faculty and/or disciplinary committees on potential issues or opportunities affecting the program
- Address climate issues affecting faculty and students

### **ARTICLE III: FACULTY MEETINGS**

- A. Faculty meetings shall be convened by the Faculty Head at least three times a semester.
- B. Two-thirds of the voting members of the unit not on leave shall constitute a quorum.

### **ARTICLE IV: ELECTED POSITIONS**

- A. The positions of University Senator, College Senator, and Personnel Committee are to be filled by election. The two senator positions may be filled by the same person. All elections to the above positions shall be made by secret ballot at the end of the semester prior to the term of the position.
- B. The University Senator
  - 1. The University Senator's term of office is three years. If a replacement is required due to leave or other circumstances, he or she will be elected by the faculty. This replacement will serve only until the end of the leave or three-year term, whichever comes first. The University Senator may be re-elected indefinitely.
  - 2. The University Senator represents the faculty in the University Senate and advises the Faculty of important matters before the Senate.
- C. The College Senator
  - 1. The College Senator's term of office is one year. He or she may be re-elected indefinitely. If he or she is unable to complete the one-year term, the Faculty Head will appoint a replacement to serve until the term is completed.
  - 2. The College Senator represents the faculty in the College Senate. He or she shall advise the faculty of important matters before the Senate.
- D. The Personnel Committee
  - 1. The Personnel Committee shall consist of three tenured members of the unit.

2. Terms on the Personnel Committee are three years. Any replacements required in the middle of the year will be made by faculty vote.
3. The Personnel Committee considers matters related to lecturers, tracked faculty, tenure, promotion, and sabbatical leave in a manner described elsewhere in this document. During the academic year, the Personnel Committee also reviews the applications and makes a recommendation regarding the suitability of individuals for appointment to temporary teaching positions within the unit. In addition, as part of the SHPRS Personnel Committee, the Religious Studies Personnel Committee conducts annual performance reviews for faculty in the unit, and post-tenure reviews for tenured faculty, and submits its recommendations to the SHPRS Director.
4. The Chair of the Religious Studies Personnel Committee

The initial meeting of the Religious Studies Personnel Committee shall be convened by the Faculty Head. At this meeting committee responsibilities for the academic year will be noted and a Chair shall be elected by the Personnel Committee from among its members. If the committee is unable to reach a decision, the Faculty Head shall appoint one of the elected members.

- a. It shall be the responsibility of the Chair of the Personnel Committee to:
  - i. Supervise and facilitate all Committee responsibilities.
  - ii. Notify faculty under review of the required materials, Procedures, and timetable for committee actions.
  - iii. In appropriate written form, report all personnel committee decisions, when required, to the SHPRS Director.
- E. The Religious Studies Faculty will elect one of its members to serve on the SHPRS Transdisciplinary Council for a three-year term. (A second member will be appointed by the SHPRS Director)..

## **ARTICLE V: APPOINTED POSITIONS**

Members of the unit shall be appointed to the following positions.

- A. Committee on Undergraduate Education (CUE). This committee will consist of at least three members of the unit, including a Director of Undergraduate Studies. The SHPRS Director appoints the Religious Studies Director of Undergraduate Studies, who will appoint three additional faculty members to serve on CUE. The DUGS will coordinate the work of the committee and ensure that its members:
1. Coordinate with the Academic Success Specialists and office staff maintaining student files and administering unit requirements for majors and minors; keep files of advisees up-to-date; maintain other necessary records, and coordinate the administration of requirements established for majors and minors by the Faculty as a whole.
  2. Oversee matters related to the undergraduate curriculum, including the coordination of general studies, catalogue copy, and submissions to the curriculum committee.
  3. Serve as the unit's main advisor for majors and minors, primarily through consultation with staff who serve as undergraduate advisors for majors or minors. In addition to this more technical form of advising, every year CUE will assign to each faculty member a list of majors for mentoring. The faculty member is expected to maintain contact at least once a semester with these students, and serve as a mentor regarding their programs of study and future academic or career plans.
  4. Oversee the annual update of the literature and publicity materials for the undergraduate program.
  5. Act as a liaison to the Honors College.
  6. Facilitate articulation between the unit and the community college system.
  7. Organize assessment activities within the unit.
- B. Committee on Graduate Studies: The SHPRS Director appoints the Religious Studies Director of Graduate Studies (DGS) for a one-year term. The DGS in turn appoints three other members of the Religious Studies Program Graduate Faculty to the Committee on Graduate Studies. The DGS will consult the

committee as necessary in order to deal with the following matters of policy, admissions, and recruitment. The DGS, working with the committee, will

1. Coordinate with the Graduate College and the Graduate Coordinators in the processing of documents relating to admissions, keeping files of advisees up-to-date, and maintaining other necessary records;
2. Coordinate the administration of requirements established for graduate students by the Program Graduate Faculty as a whole.
3. Supervise the program of graduate advisement, including the assignment of advisors with appropriate collegial consultation, and the preparation and dissemination of established requirements for the purposes of advisement;
4. Periodically inform the Faculty about the status of graduate students;
5. Supervise recruitment and admissions;
6. Prepare a recommended list of Graduate Assistantship assignments each semester;
7. Act as a liaison with the Graduate College.

## **ARTICLE VI: PERSONNEL PROCEDURES**

This Article covers matters under the jurisdiction of the Personnel Committee. (New appointments, annual reviews, and other matters are covered elsewhere in this document.)

### **A. General Procedures**

1. The faculty invests the SHPRS Personnel Committee with the responsibility to conduct personnel reviews, and only members of the Personnel Committee sign the final report sent forward through the review levels. For probationary reviews and sabbatical leaves, the SHPRS Personnel Committee conducts the review without meeting with the whole or some sub-set of the faculty. In cases of tenure and promotion to associate and full professor, the Religious Studies Personnel Committee will meet with the rest of the associate and full professors, excluding the person under consideration, to discuss the case and the committee's preliminary draft. The Religious Studies Personnel Committee shall make available the entire file to these Faculty members. This meeting is entirely consultative; no vote is taken and the Personnel Committee is under no obligation to transmit a summary of the meeting in its report to the Dean.
3. In tenure and promotion decisions, outside reviewers shall be chosen from two lists, each consisting of 10 names of recognized scholars in the

candidate's particular field of research and writing. These names are selected in accordance with the best practices published by the Provost.. One list shall be drawn up by the candidate and the other by the Dean of Humanities, advised by the SHPRS Director and the Religious Studies Personnel Committee. The Dean of Humanities will select five names from each list. The composite list of ten (10) names of reviewers shall be submitted to the Dean of Humanities for approval before the letters are solicited. All letters received from the approved list of reviewers must be included in the candidate's file.

B. Probationary Reviews Prior to Tenure

The individual under consideration is responsible for maintaining a complete file related to teaching, research and service. The Personnel Committee shall evaluate the individual's record and make recommendations to be communicated to the SHPRS Director and Dean. Probationary reviews result in regular, conditional, or terminal contracts.

C. Tenure and Promotion to Associate Professor

1. In the Spring Semester prior to the year in which a tenure decision is to be made, the list of outside reviewers will be decided. These reviewers will be contacted and given copies of material necessary for their review. Additional material forthcoming during the summer will be provided to the external reviewers in a timely manner, if desired by the faculty member under review.
2. The candidate is responsible for maintaining a complete file related to teaching, research and service.
3. In the Fall Semester of the year a tenure decision is to be made, the Personnel Committee will deliberate and prepare a preliminary draft of its recommendations. This draft is discussed by all associate and full professors who have access to the entire file of the individual being evaluated. However, the SHPRS Personnel Committee is charged with the final responsibility to prepare and sign the review that is forwarded to the college and university by the Faculty Head.

D. Promotion to Full Professor.

1. In cases of promotion to full professor, members of the Personnel Committee may contain only full professors who will equally participate in deliberation and preparation of a preliminary draft of its recommendation. The Personnel Committee will then meet with unit Faculty at the rank of full professor, excluding the person under consideration, to discuss this draft. Previous to this meeting the Personnel Committee shall have made the entire file of the candidate for promotion available to this Faculty. This meeting is entirely consultative; no vote is taken and the Personnel Committee is under no obligation to transmit a summary of this meeting. The Personnel Committee will then prepare and submit its final evaluation.
  2. Four examples (normally) of the candidate's scholarship published (or accepted for publication) since promotion to Associate Professor, to be selected by the candidate, will be sent to the outside reviewers. Their letters will assist the Personnel Committee in assessing the quality of this work.
  3. All other procedures are identical to those for tenure and promotion to Associate Professor.
- E. Sabbaticals. The Personnel Committee shall evaluate applications for sabbaticals and the Faculty Head shall report its recommendation, together with his or her own, to the Dean.
- F. Annual Performance Reviews. Each spring semester the SHPRS Personnel Committee will review the performance of each faculty member and submit its review recommendations to the SHPRS Director. The review of each Faculty member will take into consideration the signed workload plan that the Faculty member and the Faculty Head agreed to for that academic year. The review will be carried out according to the guidelines indicated in Article IX.

## **ARTICLE VII: NEW APPOINTMENTS**

- A. The Religious Studies Faculty shall develop staff and faculty hiring and program development recommendations as a part of the SHPRS planning process. General hiring plans for SHPRS will be developed by the Director in consultation with the Executive Committee.
- E. The unit shall not discriminate in hiring on the basis of race, color, religion, national origin, citizenship, sex, gender identity, sexual orientation, age,

disability, or veteran status. Unit procedures shall confirm to University policies regarding diversity and affirmative action as mandated in the ACD manual.

## **ARTICLE VIII: PROCEDURES AND POLICIES RELATED TO ANNUAL PERFORMANCE REVIEWS AND POST TENURE REVIEWS**

### **A. The evaluation process**

Each spring the SHPRS Personnel Committee conducts an annual performance evaluation for each faculty member in the unit. Personnel Committee members will also be reviewed by the committee, although no committee member shall participate in reviewing his or her own case. The SHPRS Personnel Committee follows latest revision of the Policies and Procedures for Personnel Actions in SHPRS (last revised 8 January 2014). To evaluate research, the Personnel Committee uses the Research Criteria in Religious Studies adopted by the Religious Studies Faculty.

## **ARTICLE IX: WORKLOAD POLICY**

### **A. Policy for Tenure Track and Tenured Faculty**

1. In January of each year, the faculty member will complete the unit's workload form. This form must be signed by the faculty member and the SHPRS Director. Each faculty member must contribute a minimum of 10% in the area of scholarship and 15% in the area of service. In most cases faculty must contribute a minimum of 40% effort in the area of teaching; exceptions may be made for faculty with unusually heavy service responsibilities.
2. A full teaching load for a faculty member who is expending a 40% effort in the area of teaching includes two formal courses and some combination of the following which varies each semester depending upon the needs of the unit.
  - (a) Principal thesis advisor for several graduate students
  - (b) Secondary thesis advisor for several graduate students
  - (c) Instructor for tutorials with several graduate and undergraduate students (i.e. 592; 590; 499; 492)
  - (d) Activities related to improving pedagogy and curriculum (e.g. attending conferences, developing new courses, incorporating new technologies into the classroom)

(e) Freshman seminars

3. The formal courses each faculty member offers in a semester will vary depending upon the needs of the unit for that semester and the interests of the instructor. The unit does not regard higher enrollment courses as necessarily more burdensome than other courses such as writing intensive courses or required graduate courses. The unit negotiates the overall programmatic needs with the changing interests of the faculty on a semester-by-semester basis. In general each faculty member offers a mix of courses, some high enrollment, some writing intensive, some required graduate courses, and some elective seminars. Faculty who do not assume the average load in terms of advising theses or offering tutorials will be expected to contribute in other ways (e.g. assuming an additional service role for the unit, teaching a freshman seminar, increasing enrollment in a writing intensive course) in order to compensate for the lighter instructional load.
4. As noted above, this instructional load is typical for faculty who are also contributing to service and research. The instructional load will be proportionately higher or lower for faculty who are devoting either more or less than 40% effort to teaching as agreed to in their approved workload plan.
5. Because tenure-track faculty must be active in research to secure tenure, they will automatically be assigned the standard teaching load outlined above (unless a grant makes possible a different allocation of effort in the three areas). If a tenured faculty member has not been productive in research as judged according to the above measure, then he or she will be assigned a 3/3 load for the following year. A faculty member who has recently become active after a long hiatus in publishing may submit drafts of work in progress or successful grant proposals to petition for a 3/2 load for the following year. This reprieve will not be repeated for a second year unless an article or book has appeared in print or been accepted for publication. If the condition has been met, and is met for the subsequent years, the individual will be assigned a 3/2 load until such time as there are enough publications to warrant returning to a 2/2 load.
6. Contributions to service vary among faculty members. All faculty members are expected to contribute in this area. In order to facilitate a tenurable record in scholarship and teaching, the faculty expects fewer service contributions from probationary tenure-track faculty members.

B. Policy for Lecturers

1. In January of each year, the faculty member will complete the faculty's workload plan form.
2. Lecturers will divide their effort between the areas of teaching and service, with service usually constituting between 10-20% of their workload.
3. A full teaching load for a lecturer whose service contributions constitute 20% of the workload will typically consist of four courses per semester.

**ARTICLE X: CRITERIA FOR PERSONNEL PROCEDURES**

Policy for tenure-track and tenured faculty

- A. **THIRD YEAR PROBATIONARY REVIEW PRIOR TO TENURE.** Decisions for retention shall be based on the candidate's showing promise of being able to fulfill the criteria for tenure during the probationary period.

The Third Year Review should demonstrate clear progress toward tenurable levels of performance in the following three areas:

1. Scholarship: The faculty member should have published or had accepted for publication a book and/or articles of high scholarly quality that show evidence of a significant research agenda beyond the dissertation. He or she should have also presented evidence of significant activity in scholarly meetings and professional conferences. Efforts at grant support for research and participation in collaborative research (projects) are encouraged and carry positive weight. However, the lack of such activity will not detract from an otherwise distinguished research record.
2. Teaching: The quality of a faculty member's teaching should have reached a tenurable level, with the expectation that this level will be maintained through the rest of the probationary period. In addition, the faculty member should have developed his or her own courses and worked on graduate student and/or honors student committees. We also encourage candidates to become familiar with guidelines and exemplary models provided on CLAS and University Provost websites.
3. Service: The Faculty tries to keep the services of probationary faculty to a reasonable level. By the third year, however, the faculty member should

have served on unit committees and assisted with appropriate interdisciplinary units in the university. Where appropriate, service to the profession in some capacity is also highly desirable.

- B. TENURE AND PROMOTION TO ASSOCIATE PROFESSOR.** The Faculty of Religious Studies regards as necessary the four criteria listed in the ACD Manual (506-7). A candidate for tenure must present sufficient evidence of having made, and of the potential of continuing to make, a contribution in the areas of quality scholarship, effective teaching, and service to the profession, the University, and the wider community.

The Faculty of Religious Studies comprises a variety of fields of scholarship in religious studies, ranging from those that focus on textual and historical scholarship, to contextual and interpretive kinds of work, to reflective and constructive analyses of religious thought and behavior. Because of this variety no single profile for tenure and promotion can be drawn. The following narrative identifies the general parameters which guide decisions on tenure and promotion in the areas of scholarship, teaching, and service.

1. Scholarship. Although not the only criterion in decisions concerning tenure and promotion, scholarly contribution to the field is indispensable in judging such cases. Outstanding scholarship carries positive weight in tenure and promotion decisions, but not to the exclusion of teaching effectiveness. The Faculty of Religious Studies places primary emphasis upon the quality of the contribution to scholarship, as judged by the tenured faculty of the unit and by the reviewers in the candidate's sub-field. The publications that carry the most weight include scholarly books and monographs; critical editions of texts and critical translations; and chapter-length works for refereed journals, edited volumes, and encyclopedias. Other publications, including edited volumes, shorter scholarly writings, and shorter encyclopedia essays, count as well, although they are less significant indicators of scholarly contribution. Because of the long period of time that passes between acceptance of material and its publication by presses and journals, the unit allows candidates to submit works in press as evidence of scholarly contribution. Participation in collaborative research and efforts at external grant support for research are encouraged and carry positive weight in assessment of scholarship. However, such opportunities are too unevenly available across the subfields within religious studies to constitute a Faculty-wide criterion of successful scholarship. Hence, the lack of such activity will not distract from an otherwise distinguished research record. Decisions on

tenure and promotion to associate professor depend in the area of scholarship upon positive responses to the following series of questions:

- a. Does the candidate's written scholarly work give evidence of distinguished achievement at the Assistant Professor Level and promise of continuing excellence?
  - b. Does the work include a substantial body of writing which is scholarly and academic, not merely popular, and which is judged excellent by peers within and outside of the Faculty?
  - c. Does the work make a distinct and acknowledged contribution to the academic study of religion?
  - d. Does the work give evidence that the candidate has embarked on a continuing program of high-quality research and publication that will extend beyond the point of tenure?
2. Teaching. In addition to scholarship, tenure and promotion decisions depend upon an assessment of the teaching and service contributions of the candidate. Effective classroom teaching is expected of all faculty members, regardless of rank. Moreover, faculty are expected to teach courses not only as electives in their field of specialization, but as general service courses that meet the unit's degree requirements and the university's general studies requirements. For tenure and promotion a candidate should have received student and peer evaluations that give positive evidence of effective teaching in the classroom and in working individually with undergraduate and graduate students, including on honors, thesis, and dissertation projects. Exceptional teaching carries positive weight in tenure and promotion decisions, but not to the exclusion of scholarly contributions.
3. Service. The Faculty of Religious Studies expects candidates for tenure and promotion to contribute in a serious and sustained manner to their profession, the university, and the Faculty. Contributions to the general public are also encouraged. For tenure and promotion to associate professor, candidates should contribute all three forms of service.

## C. PROMOTION TO FULL PROFESSOR

The Faculty of Religious Studies expects that the candidate for promotion to full Professor will have made substantial contributions in the three areas of scholarship, teaching and service. It also recognizes that the profiles of successful candidates for promotion will vary depending on the particular talents and interests of the individual. The Faculty of Religious Studies requires for promotion a **significant** record of excellent and sustained scholarship since promotion to Associate Professor.

Participation in collaborative research and efforts at external grant support for research are encouraged and carry positive weight in assessment of scholarship. However, such opportunities are too unevenly available across the subfields within religious studies to constitute a unit -wide criterion of successful scholarship. Hence, the lack of such activity will not distract from an otherwise distinguished scholarly record. The record must be such that the Faculty of Religious Studies and outside evaluators judges it to have made, or to have the potential to make, a major impact within the candidate's field. The Faculty of Religious Studies expects the candidate to have met or exceeded the unit's standards for teaching and service as evaluated in annual performance reviews. It also is expected that at the time of promotion the scope of the candidate's service will include contributions at the national or international level.

#### **D. POLICY FOR LECTURERS**

1. The Faculty of Religious Studies currently has three categories: lecturer, senior lecturer, and principal lecturer. As members of the Faculty, all lecturers share Faculty responsibilities as described elsewhere within Faculty policies and procedures consistent with university policy. All divide their efforts between the areas of teaching, advising, and service, with service usually constituting between 10-20% of their workload.
2. **REVIEWS**  
Annual reviews of lecturers are conducted by the SHPRS Director and Personnel Committee. In evaluating the performance of lecturers teaching, advising, service and overall performance is based on criteria used in the evaluation of tenure-track and tenured faculty. Renewal is dependent upon demonstrated excellence in teaching and competence in service requirements. High quality in teaching is expected and is normally judged by use of the unit's student teaching evaluations and faculty evaluations. The candidate for renewal will normally have also shown ability in the area of curriculum development for example, by developing and offering new courses or by redesigning existing courses.

3. **PROMOTION TO SENIOR LECTURER**

Normally, senior lecturers hold a doctorate or appropriate terminal degree and have a minimum of five years of successful, college-level teaching experience. Requests for promotion to senior lecturer should occur at the time of the normal review. Promotion recognizes a quality of work higher than that expected for renewal. As in the renewal criteria, the case for promotion will rest most heavily on demonstrated excellence in teaching. Evidence of continued professional development will also be considered important.

4. **PROMOTION TO PRINCIPAL LECTURER**

Requests for promotion to principal lecturer should occur at the time of the normal review. Normally, the candidate for promotion to principal lecturers holds a doctorate or appropriate terminal degree and normally has a minimum of eight years of successful, college-level teaching experience. The case for promotion will rest on demonstrated excellence in teaching, advising and continued related professional development. Teaching awards, publications, research grants, and fellowships will be viewed as positive indicators of continued professional development.

**ARTICLE XI: AMENDING THE POLICIES AND PROCEDURES**

- A. Changes in the Policies and Procedures, except for the Articles VIII (Procedures and Policies Related to Annual Performance Reviews and Post Tenure Reviews), IX (Workload Policy), and X (Criteria for Personnel Procedures ) must be approved by two-thirds of the voting Faculty.
- B. Changes in the Articles VIII, IX, and X must be approved by a majority of the faculty. There must, however, always be written guidelines for performance evaluations and workload policies.
- C. All proposed changes must be submitted to the faculty, in writing, one week prior to the meeting for discussion of the matter.