

**PHILOSOPHY DEPARTMENT APPOINTMENT AND REAPPOINTMENT PROCEDURES**

1. As curricular planning and time permit, the Head will post a notice of expected job openings in Philosophy, appointments to which are covered by the University's agreement with GEO. This notice will specify the form of and the due date for receiving applications for these jobs from graduate students.
2. The primary review of applications for jobs for graduate students in an academic year will commence during the spring semester of the preceding academic year. Prior to the Spring Semi-Annual Review meeting of the faculty, the Head will invite graduate students to submit applications for the following year. The Supervisory Committee, meeting with the head, will review these applications and make a proposal for the next academic year in light of expected departmental budgetary allocations and other funding opportunities within the University. In making its proposal, the Committee is expected to take note of any considerations relevant to its making a judicious recommendation, including but not limited to, commitments to Puryear and Distinguished Fellows, the curricular needs of the Department, an applicant's capacity for making a useful contribution in the classroom, and the applicant's record of academic achievement as a student in the Department's Ph.D. program. At the Spring Semi-annual Review, the Department will consider the Supervisory Committee's proposal, make such changes as it sees fit, and vote its recommendation to the Head of appointments for the following year. Appointment decisions shall be made by the Department Head after reviewing the applications and in light of the Department's recommendations, and will not be made for arbitrary or capricious reasons.
3. Those who are given appointments will be notified in writing by the Head.
4. The Head will regularly post, or will post information about, announcements of job possibilities available to graduate students both from inside and outside the department, as the Head receives such notices.
5. The Head will decide on and provide notice of TA and TO appointments and assignments to courses, and all other appointments and assignments of graduate students in Philosophy that are covered by the agreement between the University and GEO, as provided for in that agreement.

## **PHILOSOPHY DEPARTMENT APPOINTMENT AND REAPPOINTMENT CRITERIA**

### I. For TA's (Teaching Assistants) and TO's (Teaching Associates)

1. Graduate students must be in good academic standing and have a record of solid academic achievement, as determined by the student's record and the evaluative judgment of the faculty as reached in the semi-annual review meetings.

2. Students must have qualifications appropriate to the curricular needs of the Department, and must convincingly show a capacity for making a useful contribution in the classroom.

3. For reappointment, students must have a record of satisfactorily fulfilling teaching responsibilities and other responsibilities related to appointment as a TA/TO. The assessment of satisfactory performance may include, but is not limited to, consideration of student evaluations or reports as well as the evaluations of the TA/TO's direct supervisors.

4. Normally, students will not receive more than the equivalent of three years' full TA/TO support from Departmental funding.

5. No student is eligible for university funded positions in the Department, or for the Department's recommendation for other University funded positions, beyond the sixth year of matriculation in the Ph.D. program; eligibility is limited to the eleven semesters directly following the first semester of matriculation in the Ph.D. program.

6. Normally, only students in the Ph.D. program in Philosophy are eligible for appointment as a TA or TO in the Philosophy Department.

7. Students with open Puryear Fellowship and Distinguished Fellow commitments, who do not have other fully funded University jobs or support available, and who meet the general criteria for appointment as TA's and TO's will be given preference in appointment decisions.

8. Appointment decisions shall be made by the Department Head and shall not be made for arbitrary or capricious reasons.

## II. For PA's (Project Assistants)

1. Students must be in good academic standing in the graduate program and must be capable of satisfactorily carrying out the responsibilities of the work associated with the research project.

2. The student must have the recommendation of the faculty supervisor(s) of the research project.

3. No student is eligible for University funded positions in the Department, or for the Department's recommendation for other University funded positions, beyond the sixth year of matriculation in the Ph.D. program; eligibility is limited to the eleven semesters directly following the first semester of matriculation in the Ph.D. program.

4. Appointment decisions shall be made by the Department Head and shall not be made for arbitrary or capricious reasons.

## III. For RA's (Research Assistants) and Trainees

1. Students must be in good academic standing in the graduate program and must be capable of satisfactorily carrying out the responsibilities of the work associated with the project.

2. The criteria for appointment shall be at the discretion of the Department Head as required for the situation.

3. No student is eligible for University funded positions in the Department, or for the Department's recommendation for other University funded positions, beyond the sixth year of matriculation in the Ph.D. program; eligibility is limited to the eleven semesters directly following the first semester of matriculation in the Ph.D. program.

4. Appointment decisions shall be made by the Department head and shall not be made for arbitrary or capricious reasons.

#### IV. For Interns

1. Students must be in good academic standing in the graduate program and must be capable of satisfactorily carrying out the responsibilities of the work associated with the project.

2. The criteria for appointment shall be at the discretion of the Department Head as required for the situation.

3. No student is eligible for University funded positions in the Department, or for the Department's recommendation for other University funded positions, beyond the sixth year of matriculation in the Ph.D. program; eligibility is limited to the eleven semesters directly following the first semester of matriculation in the Ph.D. program.

4. Appointment decisions shall be made by the Department Head and shall not be made for arbitrary or capricious reasons.