

Duties of the Director of Philosophy and Vice-Chair

The Director of the Philosophy and Vice-Chair performs the Chair's responsibilities, including signature authority, during intervals when the Chair is not available. As Vice-Chair, the Director is a voting member of the English and Philosophy Policy and Personnel Committee. As Director of the Philosophy Program, s/he has the same responsibilities as a Department Chair with the exception of the budget responsibilities. The Director also promotes the discipline by making information about the profession available to other faculty and to students, and by encouraging the philosophy faculty in their teaching and research. The Director also serves as a spokesperson for the program both in the university and outside it. The Director of Philosophy has a course release each semester for these duties.

- The Director serves as Chair of the Philosophy undergraduate committee which sets the curriculum of the Philosophy program. The Director sets the agenda and keeps a record of business transacted.
- The Director works with the faculty to initiate changes in the program curriculum and prepares all required Curriculum Council documents and Graduate Council documents.
- The Director serves as Chair of the hiring committee for all Philosophy faculty positions. The hiring committee consists of all the tenured and tenure track members of the Philosophy program. The Director runs the meeting, reviews the files with other members of the committee, seeks approval from the Dean and the Affirmative Action officer, submits the job notice to appropriate venues, sets up formal interviews and attends the APA meeting to interview finalists or conducts telephone interviews with the finalists, contacts finalists, and arranges on-campus interviews.
- The Director coordinates advising and participates in university advising events. The Director serves as the advisor for many majors in the Philosophy program, and meets with incoming students who are interested in majoring in Philosophy.
- The Director writes yearly evaluations of faculty who serve in the Philosophy program. This duty involves reading all student evaluations, reviewing syllabi, reviewing faculty publications, and observing faculty teaching.
- The Director writes the Chair recommendation for tenure, promotion or periodic performance reviews for faculty in Philosophy, and nominates faculty for graduate faculty status.
- The Director coordinates the Philosophy 4492 Senior Tutorial program.
- The Director schedules the Philosophy classes.

- The Director approves catalog copy for the program.
- The Director prepares periodic self-studies for accreditation and other administrative needs.
- The Director coordinates assessment and writes the annual assessment reports; reviewing the program's assessment plan.
- The Director approves petitions relating to the Philosophy program and its courses.
- The Director approves all undergraduate major and minor degrees for graduation.

Approved by the Department of English and Philosophy faculty: October 24, 2013