Department of History and Philosophy of Science

Faculty Handbook and Bylaws

The HPS Faculty Handbook sets in writing purposes and practices associated with the routine operation of the department.

This Handbook supplements many other handbooks associated with the University and Department. The Arts and Sciences provide a Faculty Handbook and Chair's Handbook, available through its website. More detailed, relevant material is also contained in the Department's Graduate Student Handbook. Readers are referred to the Graduate Student Handbook for most matters pertaining to the graduate program, including:

- the administration of the various examinations and regulations that form the program;
- the distribution of graduate student travel funds;
- the supervision of graduate students serving as teaching assistants and teaching fellows and
- the implementation of policies concerning placement.

CATEGORIES OF FACULTY MEMBERSHIP (Revised 2006)

Primary Members

Primary Members are persons with primary (tenured or tenure stream) appointments in History and Philosophy of Science.

Secondary Members

Secondary Members are persons with primary appointments in other Pitt departments who by training and inclination are primarily philosophers or historians of science and who are fully qualified for primary membership in this department. The term of appointment is normally for three years but, for good reasons, the appointment may sometimes be shorter. Appointments can be renewed any number of times.

Responsibilities:

- Direct dissertations in the department and serve regularly on dissertation committees.
- Participate actively in the life of the department.
- Offer a course primarily for the department under its aegis and rubric.
- Offer a course suitable for cross listing by the department.
- Offer comments about individuals in the matter of faculty appointments, reappointments, promotions, and awards of tenure when invited by the department chairperson to do so. These observations are transmitted to the Executive Committee which acts for the department in these matters.
• Secondary faculty members do not have voting rights in Department meetings

**Affiliated Faculty**

Affiliated Faculty are persons with primary appointments in other Pitt departments who have a serious professional interest in history and philosophy of science and whose accomplishments the department wishes to recognize through public affiliation with itself. Term of appointment is normally three years but, for good reasons, may sometimes be shorter. Appointments can be renewed any number of times

• Serve on dissertation committees.
• Participate actively in the life of the department.
• Offer a course occasionally suitable for cross listing with the department. (It is not ruled out but only not expected that an affiliate of the department shall offer a course primarily for the department, i.e., under its aegis and rubric.)
• Offer a course occasionally of special interest to students of history and philosophy of science.
• Affiliated Faculty members do not have voting rights in Department meetings.

**Adjunct Members**

Adjunct Members are persons whose primary employment is outside an academic unit of the university but who are qualified for membership in the department under one of the other categories and who perform on a part-time or irregular basis duties that would normally be carried out by primary, secondary, or affiliated members of the department. Adjunct members do not have voting rights in Department meetings. Term of appointment is normally three years but, for good reasons, may sometimes be shorter. Appointments can be renewed any number of times.

**The Executive Committee**

Executive Committee Members are primary tenured members of the History and Philosophy of Science Department, as of the date 20 October 1989. Future additions of non-primary members to the Executive Committee will be at the discretion of the Executive Committee. The Chair of the Philosophy Department is an ex officio member. Minutes of Executive Committee meetings are taken and distributed to all Executive Committee members within one week of the meeting. Other department faculty may be invited to attend under special circumstances.

**Responsibilities:**

• Decide whether to recommend junior tenure stream members of the department for promotion to tenure.
• Recommend Associate Professors for promotion to full Professors.
• Nominate members for distinguished professor designation.
• Recommend appointments to positions of Secondary and Affiliated/Adjunct faculty.
Planning and Budget Committee Members

The Planning and Budget Committee Members are all Primary Faculty Members, the Department Administrator and the Graduate Student Representative.

DEPARTMENT MEETINGS

At least one department meeting is held each semester. Any member of the primary, secondary, affiliated and adjunct faculty, graduate student, or staff may recommend items for the agenda.

All Primary Members of the department vote at department meetings. In addition, the elected HPS graduate student representative may be invited to the meeting for student input but does not have a vote. Voting by absentee ballot is permitted. A department member who is unable to attend a meeting may arrange to have his or her views presented by communicating them in advance to the Chair of the meeting.

There must be a quorum present at the Department Meeting in order to pass resolutions. A quorum is defined as the majority of the active faculty eligible to vote in that meeting plus one. Active faculty is defined as those who are not on leave or sabbatical that term. With the exception of amendments to the By-laws, all decisions made by voting require a majority of the voting group. Amendments to the By-laws require approval by a majority of the active faculty of the Department Meeting. Votes on any proposed amendments must be done by paper ballot. In all cases, proxy votes will be accepted so long as they are submitted in writing to the Department Administrator or Chair prior to the deadline for the vote.

In addition to regular and special faculty meetings, the Director of Graduate Studies chairs a departmental meeting to evaluate graduate students early in the second term. Secondary, affiliated and adjunct members of the department are routinely consulted or invited to attend this meeting as determined to be appropriate by the DGS and Chair. The Director of Admissions chairs a departmental meeting to decide admissions shortly after the deadline for applications.

Minutes of the fall Department Meetings are taken and distributed to all primary faculty within one week of the meeting.

DEPARTMENT POSITIONS

Chair

The Department Chair acts on behalf of the Department according to decisions taken at the Department Meeting and according to guidelines below.

Responsibilities:
• Makes salary decisions for all faculty and staff whose salary is in his/her control.
• Handles recruitment and hiring of part-time faculty.
• Oversees, in conjunction with the Department Administrator, all staff responsibilities and activities.
• Oversees the allocation and maintenance of the physical plant and resources of the department, including office space and office equipment.
• Handles all administrative processes and procedures assigned to the Chair by University and A&S administration.
• Handles any tasks assumed through discussion at the Department Meeting.

Reports:

Each year, at the end of the spring term, the Chair writes a number of reports at the request of the Dean of Arts and Sciences.
• Prepares annual evaluation and salary letters to all faculty members except distinguished professors.
• Prepares summary of how the graduate travel student fund was spent, supported by a detailed inventory of how the funds were spent. This is sent to the Dean of Graduate Studies (and other deans as appropriate).
• Prepares and submits an end of year report to the Dean detailing the activities of the Department.

Mentoring:

The Chair mentors junior faculty as regards career development. This applies especially to tenure stream faculty. The Chair's Handbook, Section V.A describes an annual evaluation procedure that calls for annual meetings with the faculty member to review their progress in research, teaching and service; and for follow up letters after the meeting.

Expenditures:

The Chair monitors all departmental expenditures so that the total at the end of the fiscal year does not exceed the total of funds allocated for the year. Prior approval from the Dean's Office must be obtained before a department may commit funds for part-time faculty, or overload assignments for TAs/TFs/GSAs, visiting professorships, renovations of physical plant, proposal cost-sharing, or any other major expenditure that is not included in the department's budget.

Appointments:

Appointment of Chair: The Chair is appointed by the Dean of Arts and Sciences. A recommendation to the Dean is made by the outgoing Chair after discussion by the full faculty. The Chair is entitled to a two-course teaching reduction per year. The Chair will serve a three year term beginning in August of the year appointed.

New full-time faculty appointments: The Department will follow the guidelines laid out in the By-Laws of Arts and Sciences. These include the provision that when all candidates for a position have been fully evaluated, the Chair shall canvass the views of all primary tenured and tenure stream members.
of the department to determine whether a consensus exists favoring the appointment of one of the candidates. The results of that canvass, together with the Chair's recommendation and all other relevant materials, shall be forwarded to the Dean for the Dean's action.

3rd year review: All tenured primary faculty conduct a formal review of the candidate to determine a recommendation regarding the renewal of their contract. When a decision to recommend renewal is made, the Chair informs the candidate in detail of the judgments and comments of the tenured faculty.

Promotion to tenure: Every senior member of a department must acquaint himself or herself as fully as possible with materials on teaching, research and service contained in the dossier of a colleague standing for tenure. The dossier should be supplemented by at least six letters from specialists of stature in the candidate's field. These evaluations shall be solicited by the Department Chair or by faculty member(s) whom the Chair designates in a non-biased fashion and with the assurance of confidentiality. All tenured primary faculty members participate in the department's discussions and balloting before the department makes its recommendation to the Dean.

Visiting Faculty: The Chair recommends hiring of visiting faculty after consultation with faculty members as appropriate for the curricular needs that will be served by the visiting faculty member.

New graduate students and new TAs: At the beginning of the Fall Term, the Chair and Director of Graduate Studies hold two orientation meetings. One is with new graduate students; the other is with new teaching assistants.

Teaching assignment: Each term, the Chair assigns teaching to eligible graduate students in the department.

Curriculum assignment: The primary faculty and secondary faculty who frequently teach courses in HPS meet on a regular basis to plan curriculum assignments for a three to five year period. The graduate student representative attends this meeting to present the suggestions solicited from the graduate student body.

Department Directorships: The Chair appoints members to the faculty directorships for initial one year period which can be extended from year to year if Chair and faculty member agree.

**Director of Graduate Studies**

Responsibilities:

Advising: The Director of Graduate Studies is the advisor of graduate students until they are admitted to candidacy, at which point they are advised by their Dissertation Director. The DGS meets at least once a term with each advised student in order to discuss the student’s progress, the selection of courses and to sign students’ course registration forms.

Annual Review: The DGS chairs the annual faculty meeting early in the second term in which faculty review the performance of each graduate student, assessing their work in the current year and their overall progress in the program. On the basis of the discussions in that meeting, the DGS prepares
letters of evaluation for each graduate student. The letters are reviewed by the Chair and co-signed by the Chair.

*Research Exams:* The Director of Graduate Studies administers the evaluation of the comprehensive Exam as described in the Graduate Student Handbook, Section III.E.2.

**Director of Undergraduate Studies**

The Director of Undergraduate Studies advises all undergraduate HPS majors. The DUGS usually meets with students once or twice a year to sign their registration slips, and to review their progress towards their degree. The DUGS is also the advisor for the Certificate in Conceptual Foundations of Medicine program. The DUGS along with the Chair host a luncheon for all graduating HPS undergraduates.

**Director of Admissions**

The Director of Admissions supervises the admission of graduate students to the department. The Director of Admissions presents the year's candidates to the faculty in the admissions meeting held soon after the admissions deadline in January or February, chairs the meeting and arranges for appropriate offer letters to be sent to successful applicants. The Director of Admissions supervises the collection of dossier material by the departmental staff and their presentation in summary form to the faculty in the form of a spreadsheet. The spreadsheet lists the most important parameters from the applicant dossiers, including name, academic degrees (subject and place), QPA, GRE and TOEFL scores, and the evaluations of letters of recommendation and writing samples. The Director of Admissions assigns readers for each writing sample and scores the letters of recommendation. The Director of Admissions also answers queries from applicants.

**Director of Placement**

The department's placement policy is described in some detail in the Graduate Student Handbook, Section VII.L. It is the responsibility of the Director of Placement to oversee the placement policy. In particular, the Director of Placement, in conjunction with the completing student's dissertation director, should assist the completing student in all phases of preparation for the job market. The Direct of Placement:

- Tracks and advises job candidates concerning suitable job openings.
- Prepares cover letter for distribution with the dossier.
- Collects supporting letters from faculty.
- Reviews dossier materials, especially the CV.
- Organizes and runs mock job interviews.
- Organizes and runs mock job talks.

Directors of Placement should attend or coordinate the attendance of other HPS faculty to the December Eastern APA meetings, when appropriate, to provide support for completing students interviewing there.
Director of Teaching Practicum

The Chair appoints a faculty member to organize and run instructional sessions during the fall semester for new teaching assistants to prepare them for being TAs in HPS.

Webmaster/Director of Public Relations

The Departmental Webmaster maintains the departmental website and keeps each of its sections up to date. The Webmaster is not expected to write code for the website; that is the job of a 1/4 time graduate student/teaching assistantship line, specifically allocated to the job. See Philsci-archive/website position for graduate student below. The Director of Public Relations advertises important milestones and events of the HPS Department.

DEPARTMENT POLICIES

Masters and Part time Graduate Students

The Department does not routinely admit masters and part time graduate students. Under special conditions exceptions may be made.

Visiting Scholars

The department usually hosts one or two visiting scholars. These are historians and philosophers of science who are at least at the graduate student level. They are supplied a University ID, library privileges and a computer account. They are not ordinarily given office space and secretarial services and may not register for classes for audit or credit. Rather they are welcomed to sit in on seminars, with the instructor's permission, and to participate in departmental activities.

The department does not provide financial support for visiting scholars. Visiting scholars are commonly supported by their home universities or by fellowships they procure. Costs at Pitt for visiting scholars are minimal. Since they do not register for classes, they incur no tuition fees.

The department has an interest in ensuring that visiting scholars have the appropriate expertise to participate in departmental activities and that they are selected so that they will benefit academically from their visit. For this reason, visiting scholars are expected to have a conception of the subject matter of HPS compatible with the Department's. They should be at least at the graduate student level and presently enrolled in a recognized program; or have a doctoral degree in HPS or a related field.

The assessment and selection of visiting scholars is undertaken by the Chair with the advice of the Director of Graduate Studies as needed. In order to enable a proper assessment of an applicant for a position of visiting scholar, the chair will request an application package consisting of:

- A letter of intent, indicating the purpose of the visit and the dates of the visit. (This letter can be quite important since it can enable us to redirect a student who really should be affiliated with another department, such as the Philosophy Department).;
PhilSci-Archives and Website Student Position

Starting in September 2003, the Dean of Graduate Studies of Arts and Sciences approved a continuing, half teaching assistant position (10 hours per week) to be assigned to the dual duties of operating philsci-archive and maintain the HPS website. The position may be held by a single graduate student; or it may be split between two, with one operating philsci-archive and the other maintaining the HPS website. The position is a three term position that extends through the Summer Term.

External Members on Dissertation Committees

It is a requirement of Arts & Sciences that all members of the committee be present at the prospectus meeting and at the final oral defense. It is sometimes optimal that external committee members be chosen who must travel to Pittsburgh for these exams. The department has no funds to support an external committee member's travel to committee meetings and the prospectus and dissertation defense. This may be addressed by inviting external committee members to visit to give talks (for which small stipends can be arranged from the department and the Center for Philosophy of Science); by drawing on faculty research accounts; and by seeking to use email exchanges as a means of consultation with the committee member.

Incomplete Grades

The department traditionally discourages the awarding of G-grades as a means of accommodating graduate students who fail to complete work for a seminar in the term it is offered. The expectation is that this work will be completed in the term. If extenuating circumstances, such as illness, are present, the faculty member will negotiate a short extension--usually a matter of weeks. Graduate seminars are usually taught during the week at the term in which undergraduate classes are suspended for examinations. As compensation for the strictness of this policy concerning incomplete work, many HPS graduate seminars do not meet in that final week in order to give graduate students extra time to complete term papers.

If graduate students are unable to complete work due to illness or other extenuating circumstances, the appropriate grade is a G-grade. An I-grade is reserved for classes whose work requires more than one term for completion.

Evaluation of Teaching

Students: All teaching assistants and teaching fellows are assigned a faculty supervisor by the Chair at the start of term. If the TA/TF is teaching recitations for a professor, that professor is the supervisor. Otherwise the Chair will select a faculty member with expertise in the course. Faculty supervisors are expected to visit each TA/TF class at least once per term to observe the teaching. Here are two forms to assist in the visit, one for observing lectures and the other for recitations.
Faculty supervisors also review syllabi and book orders of teaching assistants and of teaching fellows who teach independent courses.

Faculty: Each full-time faculty member has to establish, and maintain current, a teaching portfolio. It should contain a working draft of the faculty member's teaching philosophy and goals; course materials such as syllabi, reading lists, instructional software, and examinations; proposals for new courses, instructional programs, and/or innovative instructional materials; records of independent study projects with undergraduate and graduate students; and peer and student evaluations.

Approval Procedure for New Courses in History and Philosophy of Science

Purpose

This policy describes the process by which a Department faculty member may have a new course approved.

This policy does not apply to changes or proposals to meet the Arts and Sciences General Education Requirements, changes to the major or certificate programs, and other substantive changes to the existing program. These must be submitted according to the guidelines of the Arts and Sciences Undergraduate Council.

Resources

Having new courses approved does not mean that new resources will be allocated by the School of Arts and Sciences for offering these courses.

Proposal eligibility

Any primary member of the faculty can propose a new course.

Deadlines

New course proposals must be approved by the Department in time to list the course in the University schedule, thus the following approval deadlines should be observed.

November 1 for offerings in the following fall term

April 1 for offerings in the following spring term

Review and approval procedure
The proposing faculty member must furnish the DUGS and Chair the following items in electronic form:

I. Cover Sheet containing the following information:

A. Proposed course name, proposed course number.

B. Instructor’s name.

C. Rationale for new course, including the intended audience for the course (primarily freshmen and sophomores or juniors and seniors); how the course fits into departmental curriculum and relates to present departmental offerings; whether it is a required or elective course for majors or may satisfy the Certificate in Conceptual Foundations of Medicine required or elective courses; or General Education Requirement(s).

D. General Education Requirement: If this proposal is being submitted for General Education Requirement review, the proposing faculty must:

- identify the learning objectives directed towards the fulfilling of the GER for which approval is sought.
- Explain how these objectives are to be realized.

The proposing faculty must also provide any additional information about the content, goals, or methods of the course that may be relevant.

II. Course Description: The proposing faculty must attach a document containing the following information:

A. Description of the general content, purposes, and methods of this course.

B. Specific course prerequisites as well as other general expectations about students’ preparation.

D. Indicate the expected enrollment of the course and whether teaching assistants would be needed.

E. List expected frequency with which this course will be offered.

III. Sample Course Syllabus: (see also Arts and Sciences Teaching website for samples)

A. Course number, course name, course objective, instructor’s name, contact information, office hours.

B. Organization of Course Content.

C. Course Requirements:

1. Required texts and other readings.

2. Weekly assignments.

3. Papers/projects (number, type, length, and deadlines).

4. Exams (number, type).
D. Grading Policy:

1. Relative weight of each requirement.

E. The most current statement from Disability Resources and Services.

F. The most current statement regarding the University's Academic Integrity Policy on cheating/plagiarism.

**Review and Decision**

The DUGS and the Chair will review the proposals and decide to approve, to not approve, or to request further information from the proposer. If there is disagreement between the DUGS and the Chair the proposal will be sent to the full faculty for discussion and vote.

Adopted September 15, 2006
Amended August 9, 2013