**Policies and Practices of the Department of Philosophy**

The Manual of Policies and Practices of the Department of Philosophy describes the structure and governance of the Department Meeting, the roles and duties of the Department’s executive officers, and the mandate of its committees. It is to be updated annually to reflect changes in practice or policies as they are introduced or amended through the Department Meeting. The current edition of the Manual was approved by the Department on 13 March 2020.

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### 1. Structure and Governance of the Department of Philosophy

The primary forum for deliberation and decision-making is the **Departmental Meeting**, usually held monthly in term and occasionally at other times of year. All faculty members, including adjunct faculty, are invited to participate. A graduate student representative and an undergraduate student representative are also invited to attend Department Meetings. The Department’s standing committees, detailed below, all report to the Department Meeting. Department meetings are run according to rules of order modified from Robert’s and Bourinot’s rules. See **Appendix A: Rules of Order for Departmental Meetings.**

Major administrative roles in the department include the **Head of Department**, the **Coordinator of Graduate Studies** and the **Chair of Undergraduate Studies.** The Coordinator of Graduate Studies is supported in the administration of the graduate and undergraduate programs by the Board of Graduate Studies (BOGS). The composition of BOGS is usually the Graduate Coordinator plus two other faculty members.

BOGS is complemented by the **Committee of Graduate Studies (COGS)**, which consists of the members of BOGS plus three graduate-student representatives. COGS provides a forum for graduate students to consult with members of BOGS regarding the graduate program or other issues affecting graduates students. All significant curriculum or policy proposals are discussed by COGS and would not normally be brought to the Departmental Meeting for approval unless first discussed by COGS. COGS usually meets once per year, though more frequently when major policy or curriculum revisions are under discussion. The Graduate Coordinator is responsible for reporting the deliberations of BOGS and COGS to the Departmental Meeting. Graduate students in the department are organized by their own self-governing **Philosophy Graduate Student Association (PGSA)**, which elects delegates to COGS, the departmental meetings, and the Appointments Committee.

The **Committee of Undergraduate Studies (CUS)**, consists of the Chair of Undergraduate Studies plus three student representatives drawn from the **Departmental Student Council (DSC)**. CUS, which usually meets once per term, provides a forum for students to discuss the strengths and weaknesses of the programs with faculty and to review curriculum or policy initiatives. The Chair of Undergraduate Studies is responsible for reporting their deliberations to the Departmental Meeting.

The **Strategic Planning Committee (SPC)** advises the Department on matters of strategic planning (undergraduate and graduate programming development; broad curriculum issues; partnerships with other units and other universities; hiring goals; etc.), and considers initiatives that would enhance the Department and enable it better to fulfill its mandate in teaching and research.

The terms of reference of the **Appointments Committee** and the **Renewal, Tenure and Promotion (RTP) Committee** are defined by Articles 25 and 30 of the Collective Agreement (CA). The Appointments Committee normally consists of five members: the Head of Department, three other faculty members, and a non-voting graduate student representative. As per Article 25 of the CA, a Modified Appointments Committee grants all General Rights of Reappointment and makes all Continuing Adjunct appointments, where the Modified Appointments Committee is chaired by somebody other than the Head of Department, who must recuse him/herself from the Committee for those appointments. RTP is composed of three faculty members, one of whom is the Equity Representative, and one of whom is the Chair.

The **Nominating Committee** meets annually to consider the distribution of administrative duties within the Department. Its membership consists of three voting members of faculty and the

Department Head, *ex officio*, as a non-voting member. Its recommendations are presented to the Departmental Meeting for approval.

The composition of the **Equity Committee (EC)** includes a graduate student representative, an undergraduate student representative, and two faculty members. It promotes awareness and education about issues faced by equity seeking groups; it serves as a point of contact within the department for members seeking advice on equity related matters; and it liaises with relevant on campus offices and resources as well as the Canadian Society for Women in Philosophy.

There are four further departmental service positions: the **Colloquium Coordinator(s)**, responsible for the organization and administration of the weekly Departmental Colloquium and for all matters pertaining to the invitation and accommodation of visiting speakers (the selection of visiting speakers is determined in consultation with faculty and graduate students); the **Computer Representative**, responsible for overseeing the webpage and other computer matters in the Department, being a contact for Information and Technology Services, and for keeping faculty informed about facilities, workshops, virus alerts, etc.; the **Newsletter Editor**, responsible for overseeing the production of the Department’s annual newsletter; and the **Library Representative**, responsible for liaising with the Library about the acquisition of library materials and the maintenance of holdings.

The Chair of Undergraduate Studies and Coordinator of Graduate Studies normally serve three-year terms, though shorter appointments are sometimes made to cover for members on leave. Other positions are normally for one year. All tenured and tenure-stream members are encouraged to share in the administration of the department through participation in its committees, serving as Undergraduate Chair or Graduate Coordinator or taking on the responsibilities of another service position. Workload standards with respect to teaching and research responsibilities as well as service to the Department, Faculty and University are outlined, in accordance with the CA, in the **Philosophy Departmental Workload** document, attached as **Appendix B**.

### 2. Student Involvement in Decision Making

Undergraduate participation in decision-making processes is organized through the **Departmental Student Council (DSC)**, which is composed of representatives elected from each undergraduate course. The DSC elects a chairperson. Each course representative administers an informal evaluation of their course early in the term and conducts the formal University Survey of Student Satisfaction with Teaching (USAT) evaluation at the end. Throughout the term, the representative serves to convey student concerns to the instructor and, when appropriate, to the DSC itself. The DSC meets independently of the Department to consider issues related to the undergraduate philosophy program. The DSC stages at least one social event each year, and sometimes organizes philosophical discussions. Undergraduate students are represented by an undergraduate delegate who attends the Department Meeting, three representatives to the Committee for Undergraduate Studies, and an undergraduate student member of the Equity Committee.

Graduate students in the department are organized as members of their own self-governing **Philosophy Graduate Students Association (PGSA).** Delegates elected by the PGSA are bound by Article 8 (Instructions to Delegates) of the PGSA Constitution. See **Appendix H**: The Constitution of the Philosophy Graduate Students Association. The department’s graduate students elect three members to serve on the Committee of Graduate Studies (COGS), which provides a forum for discussion of all aspects of the graduate programs and considers all major curriculum or policy initiatives. The graduate students also elect a representative to serve on the Appointments Committee and a representative to serve on the Equity Committee. The graduate students are invited to make suggestions about whom to invite as visiting speakers. Graduate students are represented at the Department Meeting by a delegate they elect to attend the meeting.

### 3. The Head

The Head of Department is appointed according to the procedures for the appointments of Heads of Department are set out in Article 41 of the Collective Agreement, where the Heads’ roles and responsibilities are also defined. The Head’s workload distribution is determined in negotiation with the Faculty of Arts and Sciences. The Head of Department represents the interests and concerns of the Department in the University, and is responsible for the overall operation of the Department.

Specific duties include: the arrangement of the teaching schedule and assignment of teaching duties, bi-annual appraisal of faculty members’ performance, preparation and management of the departmental budget, management and evaluation of support staff, chairing of Department meetings, and liaising with the Faculty of Arts and Science and other outside offices. The Head is expected to demonstrate initiative and leadership in the management of the Department and to provide counsel to colleagues. The Head reports to the Dean of Arts and Science.

**Teaching schedule:** Decisions about the overall number of courses offered depend principally upon considerations about program requirements, student needs, projected enrolments, teaching resources, including TAs, and budget. Which exact courses are offered depends principally upon program requirements, instructor availability and preferences, and any commitments made to other units. The object is to produce a well-balanced and stimulating set of courses that provides an outstanding education for philosophy concentrators, while offering many courses attractive to non-philosophers. In formulating the schedule, the Head consults with the Chair of Undergraduate Studies and the Graduate Coordinator, and works closely with the Undergraduate and Administrative Assistants. The process usually begins in October (sometimes earlier), when the Head asks faculty members for their teaching preferences for the coming year, and is completed in February when courses are timetabled, though changes to the schedule are sometimes necessitated after that point. The process is a complex one; for example, factors that affect instructor availability include leaves (academic, parental, medical, etc.), teaching reductions, the availability of teaching fellows, and so on. Since a change somewhere in the schedule usually necessitates changes elsewhere, the schedule goes through numerous drafts before being finalized. Every effort is made to accommodate faculty members’ preferences about their teaching duties. The timetabling process is conducted by the Undergraduate Assistant under the Head’s supervision.

**Performance Evaluation:** Tenured, tenure-stream, and continuing adjunct faculty submit Bi-annual Reports to the Dean to the Head. The Head produces a written evaluation for each faculty member, using the form provided by Arts and Science. Faculty members have the opportunity to respond to the Head’s assessment (some meet with the Head to discuss the report, others prefer to

send written comments). The Head may modify the assessment in light of this feedback. Annual reports and Head’s assessments are then forwarded to the Faculty Office. The Head meets with the Dean to discuss each member’s report and assessment, and the merit scores to be allocated.

The evaluation process for term adjunct instructors is done by course, usually at the end of the term in which the course(s) were offered, or at the end of the instructor’s contract. Forms for the purpose are provided by Arts and Science.

The Department does not at present have a formal process for the performance evaluation of staff, but the Head is expected to engage with staff in discussing their performance.

**Budget Preparation:** In the winter, the Head is required to submit to the Faculty Office a budget for the coming academic year. This process requires determining so far as possible all the significant budgetary factors for the next academic year – including the teaching schedule, graduate admission

projections, the number of term adjunct instructors and teaching fellows likely to be employed, and so on. The Head is assisted in preparing the budget by the Administrative Assistant. They consult, as needed, with the Faculty’s Budget Officer. The departmental budget for the coming academic year is approved by the Faculty Office.

**Other duties:** The Head is chair of the Appointments Committee as per the CA, and is an ex-officio non-voting member of the Nominations Committee. Among the various other duties that fall to the Head are responsibilities pertaining to applications for promotion, tenure or renewal, or the renewals of research chairs (Canada Research Chairs, Ontario Research Chair, and Queen’s Research Chair) and the appointment of postdoctoral fellows; applying for funding for visiting speakers; the preparation of planning documents requested by the Faculty Office; preparation of documents for the Internal Academic Review and other planning or accountability exercises; applying for funds to support special initiatives; liaising with the Office of Advancement; managing funds received by the Department as donations; organizing social events and receptions following the lectures/colloquia of special visitors; attending Committee of Departments; being available to advise faculty, students, and staff, and dealing with the specific matters which arise on a daily basis.

### Undergraduate Studies

The **Chair of Undergraduate Studies** is responsible for the administration of the Department’s undergraduate programs. He or she is a member of the Strategic Planning Committee (SPC), with whom he or she consults on matters of undergraduate curriculum and policy. He or she forwards proposed program changes to the Curriculum Committee, consults with the Head regarding annual course offerings, oversees the preparation of the undergraduate calendar, course registration, admission to honours, the preparation of the degree list and the determination of undergraduate awards and prizes. The Chair of Undergraduate Studies consults with the Board of Graduate Studies (BOGS) about undergraduate student rankings for external fellowships. The Chair of Undergraduate Studies must deal with changes to the program mandated by the Faculty of Arts and Science.

The Committee of Undergraduate Studies (CUS) consists of the Chair of Undergraduate Studies plus three student representatives from the DSC. CUS, which usually meets once per term, provides a forum for students to discuss the strengths and weaknesses of the programs with faculty and to review curriculum or policy initiatives. The Chair of Undergraduate Studies is responsible for reporting the deliberations of CUS to the Departmental Meeting.

The Chair of Undergraduate Studies represents the Department at meetings of the Arts and Science Faculty Board and meetings called by Dean of Students (attended by other chairs of undergraduate studies in Arts and Sciences.). She or he oversees the organization of, and sometimes participate in, University-sponsored events to inform prospective and incoming students on Philosophy options available. She or he represents the Department’s undergraduate program when the department is under external review.

The Chair of Undergraduate Studies advises incoming faculty about our undergraduate program, and provides support as needed to new faculty with respect to their teaching (either directly or by referral to other departmental faculty or resource people within the University). She or he also advises graduate students engaged in undergraduate teaching in the department (as teaching assistants or teaching fellows), and consults with faculty and teaching fellows regarding such issues as how best to proceed with concerns about departures from academic integrity.

Individual program counselling is provided to undergraduates by the Chair of Undergraduate Studies. This includes advising undergraduates wishing to study abroad as well as those pursuing a philosophy degree on the Kingston campus, and also to students newly discovering an interest in philosophy. The Chair of Undergraduate Studies is also responsible for assessing transfer credits, signing off on irregular (e.g. late) registrations, and dealing with special cases generally (e.g. petitions for waivers or variations in degree requirements). Concerns brought by undergraduates or their representatives may be mediated by the Chair of Undergraduate Studies, who keeps the Department Head informed about student complaints.

For an approximate schedule of the activities of the Chair of Undergraduate Studies see **Appendix D.**

Regulations pertaining to all aspects of our undergraduate programs are codified in the annual

**Calendar of the Faculty of Arts and Science**: <https://www.queensu.ca/artsci/students-at-queens/academic-calendar>

* 1. **Guidelines for Marking Undergraduate Courses**
1. The Department of Philosophy recognizes that individual instructors bear primary responsibility for their courses. In keeping with this, it grants them considerable autonomy over all aspects of the course, including marking. At the same time, it values continuity regarding the assignment of marks across instructors and over the years, and recognizes the need for consistency of grades within the Faculty of Arts and Sciences, and within the Humanities. Accordingly, it has prepared a set of marking guidelines. Questions about these guidelines may be directed to the Head of Department or the Chair of Undergraduate Studies.
2. **For courses with at least 35 students originally enrolled:**
	1. At least 10% of the students and no more than 25% should be given grades in the A range (i.e., 4.3-3.7).
	2. The total number of grades that are B- (2.7) or above should not exceed 75% of the students.
	3. Instructors have the right to depart from these norms.
	4. In cases where instructors depart from these norms, they will be expected to explain their reasons in a brief letter to the Head of Department.
3. **For courses with fewer than 35 students originally enrolled:**
	1. There is no standard formula.
	2. However, instructors are expected to honour the norms below (IV).
	3. In addition, the following stipulations are in place: the descriptors that the Department has agreed to should be used in awarding grades in all ranges.
4. **Because students improve as they advance through the programme, the following defeasible norms hold:**
	1. Marks at the 200-level will be higher than those at the 100-level.
	2. Marks at the 300-level will be higher than marks at the 200-level.
	3. Marks at the 400-level will be higher than marks at the 300-level.

This policy was approved at the department meeting of March 2011.

### 5 Graduate Studies

The **Coordinator of Graduate Studies** is responsible for the administration of the Department’s graduate programs. He or she chairs the **Board of Graduate Studies (BOGS)**, serves as the Department’s representative on the Arts Graduate Council and is the principal liaison between the Department and the School of Graduate Studies. He or she assigns teaching assistantships, in accordance with the Collective Agreement between teaching assistants/fellows and the University. The Graduate Coordinator also is responsible for distributing Queen’s Graduate Awards and other discretionary funding to graduate students, organizing thesis defences, preparing copy for the Graduate Calendar, and counselling graduate students on the design of their program and on professional development. The Coordinator also generally serves as a placement advisor to help MA students find doctoral programs and PhD candidates find academic appointments, though another member of BOGS may take on that role.

The composition of BOGS is usually the Graduate Coordinator and two faculty members. BOGS admits students to programs, oversees the establishment of students’ MA and PhD committees as well as oral theses defenses, reviews curriculum and policy matters, revises and updates the Graduate Handbook as necessary, makes awards, such as the annual A.R.C. Duncan Prize for Excellence in Teaching and the Prado Dissertation Prize, and appoints teaching fellows, and recommends candidates for teaching fellowships.

BOGS is complemented by the **Committee of Graduate Studies (COGS),** which consists of the members of BOGS plus three graduate-student representatives. COGS provides a forum for graduate students to make suggestions or air grievances about their programs. All significant curriculum or policy proposals are discussed by COGS and would not normally be brought to the Departmental Meeting for approval unless first approved by COGS. COGS usually meets once per term, though more frequently when major policy or curriculum revisions are under discussion. The Graduate Coordinator is responsible for reporting the deliberations of BOGS and COGS to the Departmental Meeting.

For an approximate schedule of the activities of the Graduate Coordinator see **Appendix D**. For information about the Prado and Duncan prizes, see **Appendix F**.

Regulations pertaining to all aspects of our graduate programs are codified in the annual Calendar of the Faculty of Graduate Studies, <https://www.queensu.ca/sgs/graduate-calendar>

and in the Department’s Handbook of Graduate Studies, available on: <https://www.queensu.ca/philosophy/graduate-program>

 (This link is also provided in **Appendix G**).

1. **The Strategic Planning Committee**

The Strategic Planning Committee (SPC) consists of the Head, the Undergraduate Chair, the Graduate Coordinator, and two voting members of faculty.

The SPC advises the Department on matters of strategic planning (undergraduate and graduate programming development; broad curriculum issues; partnerships with other units and other universities; hiring goals; etc.), and considers initiatives that would enhance the Department and enable it better to fulfill its mandate in teaching and research.

The SPC’s mandate of seeking to enhance the department means that it also considers advancement issues, fundraising, and how best to raise the profile of the department.

The SPC typically meets at least twice a term to consider initiatives, particularly those following from the Cyclical Program Review, as well as any others that arise. All faculty members are welcome to bring potential initiatives to the SPC.

### Nominating Committee

The Nominating Committee (NC) consists of three voting members of faculty and the Department Head, *ex officio*, as a non-voting member. One of the members (not the Head) serves as Chair of the committee. The NC is responsible for nominating faculty members to fill all of the following positions and committees.

Chair of Undergraduate Studies (typically a three-year term)

Graduate Coordinator (typically a three-year term)

Strategic Planning Committee

Board of Graduate Studies

Colloquium Coordinator Library Representative Computing Representative Newsletter Editor

Equity Committee

The NC proposes a slate at a Departmental Meeting for the Department’s approval. Membership of the Appointments Committee, the Renewal, Tenure, and Promotion (RTP) Committee, and the Nominating Committee itself, is not determined in this way, but by independent nomination and self- nomination and, if necessary, election by secret ballot. The Chair of NC will request nominations to these committees, and if an election is needed, it will be organized by the Department’s Administrative Assistant under the supervision of the Head of Department.

The Equity Committee also has student representatives, and the NC is responsible for ensuring that students are aware of the need for representatives.

In January or February of each calendar year, the Chair of the NC collects information from all faculty members and from the Head about committee preferences, leaves, and special circumstances relevant to nominations; this may involve discussions with individual faculty members to expand their range of preferences.

The NC typically meets in February or March to discuss possible slates, trying to achieve balances of faculty preferences, administrative strengths, and equitable workloads, and to make committees representative of diverse elements of the Department.

The NC normally presents its slate(s) to a Departmental Meeting in March or April.

### Equity Committee

The composition of the Equity Committee (EC) includes a graduate student representative, an undergraduate student representative, and two faculty members.

The mandate agreed upon by the members of the first EC in February of 2011 is to strive to facilitate a collegial, respectful and inclusive atmosphere in the Philosophy Department; to ensure that all in the Department—faculty, students, and staff—are aware of the existence of the EC as well as the University’s policies concerning equity; to provide an easy point of contact for anyone encountering harassment or disadvantage on the basis of gender, race, sexual orientation or analogous grounds, and (where appropriate) to put them in touch with people who can do something about it; to arrange events and programs to educate the Department about the needs and problems of women, visible minorities, and members of other equity seeking groups in the academic setting, and relevant offices in cases of discrimination and harassment; to keep in touch with other groups working on these issues, in the University and outside, so that it will be able to supply up-to date information, and to act as a liaison between the Department and the Canadian Society for Women in Philosophy.

### Computer Representative

The Computer Representative (CR) is responsible for: maintaining and updating the Department’s webpage, acting as an intermediary between the Department and Queen’s Information Technology Services, and providing computer advice to the Department.

The CR oversees all major changes to the Department’s webpage, including any standardized faculty pages. In recent years, approaches to overseeing changes have ranged from hiring a web developer, coordinating a complete revision with a graduate student enthusiast, and doing a complete hands-on revision. Minor and regular changes to text, such as on the Colloquium page, are done by the Administrative Assistant in the Department.

As an intermediary between the Department and ITS, the CR represents faculty members and others if they need such things as additional email addresses, larger allotments for email storage or webpages, or information about services offered by ITS. The CR distributes information about major changes to the IT environment.

When the Department needs to make major purchases of computers or software, the CR may be asked to do research on the options, and present the results of that research to staff and the Head. The CR is not responsible for the others of the many computer issues that faculty and students might face, though faculty members in particular often turn to the CR for informal advice.

### 10. Library Representative

The primary task of the Library Representative is, with input from colleagues and graduate students, to expend our allocated library budget as effectively as possible prior to the ending of the fiscal year. In addition to requests for purchases made out of the departmental library budget allocation the LR submits to the Librarian requests to purchases of reference works of broad academic interest, video materials of philosophical relevance. The main task of vetting and ordering library materials runs throughout the year and is not sensitive to the academic timetable.

The LR liaises with the Librarian responsible for Philosophy holdings (as well as those of certain other disciplines). This librarian receives purchase requests submitted by the LR and may also assist in the instruction of individual classes regarding library facilities and research techniques, as well as directly meeting with faculty members of philosophy as a whole. The LR represents the Department at the Humanities and Social Sciences Committee, which includes the relevant group of departmental library representatives and the librarians collectively and which normally meets two or three times a year.

The LR reports to the Departmental Meeting on the state of the library budget, solicits relevant concerns, and informs members of the Department of any significant developments to collections, data bases and so forth.

### The Newsletter Editor

The Newsletter Editor produces a newsletter once year, usually of around four to eight pages in length. The task begins with soliciting ideas and material from colleagues. Graduate students and alumni may also be invited to contribute. Content for the newsletter is decided in light of recent events, their importance and novelty, keeping the topics and the individuals featured as wide-ranging and balanced as possible, with an eye to showing the Department at its best. The editor collects contributions, edits them, and writes up various stories, bearing in mind what pictures and images are available. When the copy and pictures are assembled, is finally published (in pdf format) and distributed to alumni and others with a strong connection to the department.

### Chairs and Professorships

The Department has a named Professorship: the John and Ella G. Charlton Professorship of Philosophy. This is an honorific, non-stipendiary appointment. Those who have held the position include John Watson, George Humphrey, Páll Árdal, and Christine Overall. Terms of reference for the Professorship appear in **Appendix E**.

The Department is also home to the Ontario Research Chair in Bioethics, for which the Department won funding from the Ontario Government in 2006.

In addition, a number of faculty members in the Department currently hold Canada Research Chairs or Queen’s Research Chairs.

### Interdisciplinarity

The Department engages with interdisciplinarity through a variety of fronts. It has two Joint Appointments, as well as members whose home department is Philosophy with Cross Appointments in other Queen’s Departments and Faculties as well as a number of members of other Queen’s and non-Queen’s Departments, Faculties who are Cross Appointed to Philosophy. The Philosophy Department also hosts the Forum for Philosophy and Public Policy and the Ontario Research Chair for Bioethics.

The joint appointments ae between Philosophy and Environmental Studies, and between Philosophy and Cultural Studies.

Members of the Philosophy Department with Cross Appointments hold these appointments in Queen’s Departments of Cultural Studies, Environmental Studies, French Studies, Gender Studies, Linguistics, Political Studies, Sociology, the Faculties of Education, and Law, and the Schools of Computing, and Rehabilitation Therapy.

Cross Appointees to the Philosophy Department include faculty from Queen’s Departments of Hematology, Mathematics and Statistics, Pediatrics, and Political Studies, the Faculties of Education, and Law, and the Schools of Medicine, and Nursing, the University of Florida’s Colleges of Arts and Sciences and Medicine, and the University of Oxford.

We also have formal liaison with certain other departments or programs in the university. These include:

### Gender Studies Liaison

The Department of Gender Studies program is extended by the contributions cross-listed faculty whose courses are included the Gender Studies Program, and sometimes also the Certificate in Sexual and Gender Diversity. A Cross-appointed faculty member in each department with Gender Studies cross-listed courses provides academic counselling for students whose interests intersect the respective fields, as well as communicating between departments where cooperation is needed (e.g. curriculum changes in actual or potential cross-listed courses).

### Linguistics Liaison

In light of faculty expertise in the Department of Philosophy in Logic and the Philosophy of Language the department has a longstanding interest in and engagement with the University’s interdisciplinary Program in Linguistics. The Philosophy department member who provides liaison with the University’s Linguistics Program attends program meetings and serves on relevant program committees (e.g. hiring committees) as necessary.

# The Colloquium

Faculty members are expected to participate on a regular basis in the Colloquium.

## The Colloquium Coordinator’s job starts in April. The first major task is to draw up the schedule of speakers for the next year's series. To do so, the coordinator should begin by soliciting input regarding possible speakers. This input is solicited from all current faculty and graduate students. Once the input is received, the coordinator must try to achieve a balance among the suggestions, so that the diverse interests of the department and the discipline as a whole are adequately represented. After the coordinator has a slate of speakers drafted, then he or she must set about contacting all of the people on that slate. As invitees respond, they are assigned dates. Eventually, the calendar for the year is filled up.

All of the above work happens before the colloquium series actually begins – it is normally completed by the end of July (though there are inevitably subsequent alterations to the schedule as speakers drop out or request different dates). The second major task of the colloquium coordinator is to manage speakers before, during, and after their visit to Kingston. The involves the following: (a) getting the title and abstract for the paper; (b) ensuring that travel arrangements are settled; (c) being in the department to greet the speaker on his/her arrival, or arranging for another member of faculty to do so; (d) enlisting someone to chair the talk and (if the speaker is from outside Queen's) organizing a dinner party; (e) helping facilitate reimbursement of expenses after the speaker has gone home. The department's administrative assistant will help with many of these things but the ultimate responsibility for them falls to the colloquium coordinator.

The role of colloquium coordinator is usually played by a single faculty member, but the position can be shared or the duties undertaken by a committee.

**Appendix A: Rules of Order for Departmental Meetings**

(Based on Robert’s Rules of Order, supplemented by Bourinot’s Rules)

### Quorum

### The quorum for passing any motions is defined as: Numbers of voting members (tenured, tenure-track, and continuing-adjunct faculty) equivalent to 40% of those contractually obligated to perform service, i.e., tenured and tenure-track faculty members, including jointly-appointed members, but not including cross-appointed members or those who are on leave.

### Chairing the Meeting

The Head is the Chair of the Department meeting unless s/he appoints a deputy chair for a particular meeting or some portion thereof.

The Head in her/his capacity as meeting Chair may speak to motions with the permission of the department (such permission requires a 2/3 majority vote of those in the meeting in support). If the meeting objects to the Head, while chairing the meeting, speaking to the motion, the Head may step down from the position of Chair of the meeting and appoint another member present at that meeting (where this person will chair the meeting for the rest of the period during which the issue is under discussion). If the Head, while chairing the meeting, wishes to bring or amend a motion, s/he may step down from the position of Chair, passing this over to another person s/he appoints to take on this role. The Head may remain in the position of Chair while moving a motion if the department meeting is unanimously in support.

### Procedure to Make a Motion

1. Member raises hand.
2. After recognition from the chair, the member states the motion. e.g. “I move that we \_\_\_\_\_\_.”
3. Member may give a brief explanation for introducing the motion.
4. Another member must second the motion to continue.
5. Chair calls for discussion on this motion.

The member who introduced the motion has the right to speak first. Members wishing to discuss the motion raise their hands and wait for recognition from the Chair before speaking.

1. Chair calls for a vote on the motion.
2. Chair states results of vote and resulting action.

### “Calling the Question” (also known as “Calling the Previous Question”)

Members may “call the question” to end discussion on the motion if discussion seems to be dragging on or becoming redundant; however, it is NOT acceptable to call the question in order to prevent someone from expressing their opinion or while someone is speaking. If a member calls the previous question, a 2/3 majority vote is required (calling the question is non-debatable) to close discussion and proceed to voting on the motion.

### Procedure to Amend a Motion

During discussion, it may become apparent that an amendment (modification) to the original motion is necessary. Anyone may request to amend the original motion, but the proposed amendment must be related to the subject of the main motion.

1. Member raises hand.
2. After recognition from the chair, member states the amendment (e.g. striking and/or adding words/phrases).
3. Amendment must be seconded.
4. Chair calls for discussion on the amendment.
5. Chair calls for a vote on the amendment, and announces result.

If the amendment passes, the motion on the floor is now the amended motion. If the amendment fails, the original motion remains on the floor.

### Referral to Committee

During discussion, it may become apparent that further information is needed prior to voting on a motion and/or further work is necessary to reword a motion, in which case, the motion may be referred to a committee. The committee should report findings at the next meeting, unless specified otherwise.

1. A member makes a motion to refer the motion to committee.
2. Motion must be seconded.
3. Chair calls for discussion.
4. Chair calls for a vote, and states result of the vote and action taken.

### Points of Order:

A member may call a point of order when:

1. A discussion is wandering away from the point.
2. When the bylaws are being violated.
3. When the chair allows discussion on a non-debatable motion.

A member may interrupt another speaker to make a Point of Order. The Chair must rule on the appropriateness of the point immediately.

### Points of Information

A member who requires more information on the subject being debated can direct their inquiry to the Chair. The member cannot interrupt the speaker on the floor. But the Point of Information may take precedence over other speakers on the list.

### Limiting Debate

The Chair is allowed to prevent people from speaking more than once to any motion or amendment. Only the mover and seconder may speak more than once to provide clarification or answer a question from the floor. Debate may also be limited by a motion to limit debate to a certain amount of time.

E.g. 10 minutes on a certain topic.

### Tabling a Motion

Tabling a motion lays aside an item of business temporarily in order to attend other business. If the tabled motion is not removed from the table by the end of the next meeting, the motion ceases to exist.

1. A member makes a motion to table the motion.
2. Motion must be seconded (No discussion).
3. Chair calls for a vote, and states result of the vote and action taken.

### Removing a Motion from the Table

A member may move to remove a motion from the table during the Unfinished Business part of the meeting once all agenda Unfinished Business items are addressed.

1. A member makes a motion to remove a motion from the table.
2. Motion must be seconded.

At this point, the motion has been removed from the table and discussion of the motion proceeds as if the motion had never been tabled in the first place.

1. Chair calls for discussion.
2. Chair calls for a vote, and states result of the vote and action taken.

### Motion to Postpone

A member may move to delay action (voting) on a motion to a certain time, usually the next meeting. A postponed motion is considered unfinished business and automatically comes up for further consideration at the next meeting (or designated date).

1. A member makes a motion to postpone the motion to another date (usually the next meeting).
2. Motion must be seconded.
3. Chair calls for discussion.
4. Chair calls for a vote, and states result of the vote and action taken.

**Appendix B: Philosophy Departmental Workload**

In accordance with Collective Agreement (CA) the Department of Philosophy has established the following workload standard.

1. **Normal teaching responsibilities**

Faculty members normally teach four half-course equivalents per year. In normal circumstances, members of the department will teach a reasonable mix of large and small, and junior and senior classes. In addition, from time to time, faculty members may be involved in the supervision of independent or directed studies. Activities involved in graduate and undergraduate teaching may include curriculum development, preparation of lectures, presentation of lectures, conduct of seminars, preparing and conducting examinations, evaluation (including the grading of examinations and essays), independent consultation with students, responding to student enquiries, and in large classes the supervision of teaching assistants.

1. **Graduate supervision**

All faculty members are expected to be active in supervising or assisting in the supervision of graduate dissertations and theses in their respective fields. Participation in thesis examinations is also a part of this expectation.

1. **Research**

All faculty members are expected to be active in academic research in their respective fields and to disseminate their findings in publications, conference presentations, colloquia, etc.

1. **Administration**

Although members of committees are ultimately elected by a vote of departmental members, it is expected that committee responsibilities be apportioned on a fair and equitable basis. Administrative service should normally amount to 20% of professional responsibilities. This includes administration at the departmental, faculty and university levels, and service to the profession. In view of the heavy administrative tasks involved, the teaching component in the workload of the Undergraduate Chair will be reduced by one half-course and in the case of the Graduate Coordinator, two half-courses.

1. **Expectations of non-tenured tenure-track appointees**

In accordance with the CA, Tenure-track appointees, during the first year of an Initial Tenure-track appointment, are assigned a less-than-typical load of both service and teaching duties. Normally a less-than-typical combined load of teaching and service duties should continue for the entire initial appointment.

1. **Adjunct faculty**

Continuing adjuncts, unless their contracts specify otherwise, have the same teaching responsibilities as outlined in item 1 above and are only required to fulfill teaching-related administrative duties. The specific teaching responsibilities of term adjuncts are defined in each term adjunct contract in accordance with requirements set out by the CA. Unless otherwise specified in individual contracts, adjuncts are not required to share in the administrative workload of the department or university more broadly. Depending on need, and subject to agreement by the continuing adjunct and Head, additional supervisory, administrative or teaching responsibilities may be added to a continuing adjunct contract and compensated appropriately.

1. **Some other considerations relevant to the fulfillment of departmental responsibilities.**

A number of articles in the CA make provision for adjustment of the workloads of tenure-stream faculty and continuing adjuncts. Among these are those addressing Reduced Responsibility Appointment, Academic Leave, Personal Leaves, Child-Care Leaves, Leave to Seek Office, Court and Related Leave, Negotiated Leave, and Recognition for Service as Department Head. The contractually defined responsibilities for research chairs and other special appointments may differ from those outlined above in this document.

1. **Scheduled review**

This document will be reviewed in academic year 2022-23.

This workload standard was ratified by a majority of Members in the Unit who cast ballots in a ratification vote. It was confirmed by the Dean in October 2020.

### Appendix C: Activities of the Chair of Undergraduate Studies

On an ongoing basis:

* + Representing the Department at meetings of the Arts and Science Faculty Board (once a month during term, sometimes more frequently);
	+ Representing the Department at monthly meetings called by Dean of Students (attended by other chairs of undergraduate studies in Arts and Sciences.);
	+ Reporting to the Department Meeting about matters ongoing in undergraduate program.
	+ Liaising with the Departmental Student Council (DSC).
	+ Meeting with Committee of Undergraduate Studies (CUS).
	+ Meeting with incoming faculty regarding expectations for grading, what counts as reasonable demands in courses and so forth.
	+ Providing support as needed to new faculty with respect to their teaching (either directly or by referral to other departmental faculty or resource people within the University.
	+ Advising graduate students engaged in undergraduate teaching in the department.
	+ Advising faculty regarding how best to proceed with concerns about departures from academic integrity.

Towards the end of the Fall Term:

* + Meet with BOGS to discuss the rankings of undergraduate students applying for Federal and Provincial scholarship money. The Chair of Undergraduate Studies is responsible for the rankings and submission of comments.

Towards the end of the academic year:

* + Oversee admission to honours.
	+ Oversee preparation of the degree list.
	+ Oversee determination of undergraduate awards and prizes.

Towards the start of the Fall Term:

* + Deliberate with the Strategic Planning Committee regarding program changes, bringing these to the Departmental Meeting for approval and forward proposed program changes to the Faculty of Arts and Sciences Curriculum Committee.
	+ Oversee the preparation of the Undergraduate Calendar
	+ Consult with Head about the Head’s proposed undergraduate offerings for the next academic year;
	+ Oversee course registration. And as necessary:
	+ Deal with changes in undergraduate program dictated by the University (e.g. changes in the grading system);
	+ Mediate concerns brought by undergraduates or their representatives to the Chair of Undergraduate Studies and keep the Department Head informed about student complaints;
	+ Counsel undergraduate students about their programs;
		- This includes advising undergraduates wishing to study abroad how to achieve that with least disruption to their program, advising students in the system how to complete their undergraduate program, and speaking to students who discover an interest in philosophy, and might be interested in pursuing it.
	+ Assess transfer credits (regarding the acceptability of courses to the University, their status as Philosophy courses, and their role in the programs of students doing a major or medial in Philosophy).
	+ Sign off on irregular (e.g. late) registrations in the undergraduate program;
	+ Deal with special cases generally.
		- Petitions for waivers or variations in degree requirements are not unusual in the Philosophy Department, and we have tended to be generous. The Chair of Undergraduate Studies determines the appropriateness of possible responses to new kinds of cases which arise, and handles such requests where precedent is established.
	+ Oversee the organization of, and sometimes participate in, University sponsored events to inform prospective and incoming students on Philosophy options available.
	+ Represent the Department’s undergraduate program to external reviews.

# Appendix D: Activities of the Graduate Coordinator:

**July**:

1. counsel students on course selection and program registration
2. finalize budget for the graduate program for the new academic year.

**August:**

1. continue counselling students on course selection and graduate registration
2. counsel students seeking to finish their M.A. including helping students and Faculty members set up oral exams and coordinating the administration of the PLT MRPs. The former particularly involves finding someone to Chair the oral.
3. ensure arrangements are in place for reception with new students, including notifying Faculty and existing graduate students of the relevant dates.
4. organize fall professional development sessions for graduate students
5. prepare TA schedule: this is usually done solely by the graduate coordinator in consultation with the Graduate Assistant. Work on the TA schedule cannot proceed until the class numbers for the undergraduate classes are known and are fairly stable and the course choices for graduate students taking courses are known. Process also involves identifying courses available for applicants from groups B, C, and D according to Article 12.04 of the Collective Agreement for TAs. (See <https://www.queensu.ca/facultyrelations/sites/webpublish.queensu.ca.frowww/files/files/CA%20New%202017%20to%20April%2030%202021%20June%2015%202018.pdf>)

**September**:

1. meet with new students individually to answer questions and make initial contact
2. run an orientation session introducing students to the department and Queen’s, usually after the ‘welcome to the program’ lunch (this involves a discussion of the structure of graduate programs, colloquium, offices, TA contracts, etc.
3. run a TA training workshop
4. discuss with BOGS members how to rank applicants for TAships from groups B, C and D and make sure there is a ranked list of applicants for TAships that come up in the Fall and/or Winter
5. meet with students planning to go on the job market to discuss JFP and APA process + what documents they will need for application process.
6. continue to assist in arranging MA defenses
7. more general course counselling and on-going adjustments to TA schedule throughout the month
8. monthly meeting with Arts Graduate Council

**October:**

1. meet with students to discuss SSHRC applications. Initially, this takes the form of a workshop for those applying at which the application requirements are reviewed and strategies for a successful application discussed
2. review SSHRC applications for those who would like some feedback on the draft of their applications
3. finalize graduate budget
4. monthly meeting with Arts Graduate Council
5. call for Nominations for, and adjudicate (with BOGS), the Prado Prize

**November:**

1. meet with COGS
2. meet with BOGS to rank SSHRC applications
3. write SSHRC internal ranking summary
4. monitor departmental dossier service for students applying for academic positions
5. monthly meeting with Arts Graduate Council

**December:**

1. meet with MA students to discuss thesis requirement, structure of the process, and the proposal requirement
2. meet with each MA student to discuss his or her interests for the thesis and suggest Faculty student might talk to concerning possible supervision
3. arrange mock interviews for those on the job market
4. answer questions of those applying for admission for the following year
5. monthly meeting with Arts Graduate Council
6. oversee completion of TA evaluation forms

**January:**

1. make adjustments to TA schedule for the Winter term
2. answer questions concerning MA thesis proposals
3. continue to answer questions regarding admission requirements, etc.
4. announce and adjudicate (with BOGS) Martyn Estall Travel Award
5. begin consulting with first year PhD students about their PhD committees so that they have a three-person committee set up before the end of the Winter term
6. last opportunity to adjust budget for the current year’s graduate program
7. monthly meeting with Arts Graduate Council

**February:**

1. meet with BOGS to review graduate program applications and make decisions concerning admission offers, funding, and OGS awards
2. consult with potential supervisors before admitting applicants to the PhD program
3. call all those admitted to the graduate program to tell them that they have been admitted and answer initial questions
4. send out formal letters of admission detailing, amongst other things, the financial package being offered.
5. meet with potential graduate students visiting campus & answer questions of potential graduate students
6. put potential graduate students in touch with existing graduate students.
7. monthly meeting with Arts Graduate Council.

**March:**

1. overseeing admissions, continued; plan open house for visiting students
2. meet with COGS
3. monthly meeting with Arts Graduate Council.

**April:**

1. finalize admissions
2. meet with MA students to discuss MA and outline crucial dates for completion in a timely manner.
3. monthly meeting with Arts Graduate Council.

**May:**

1. prepare internal competitive Fellowship nominations
2. make sure PhD students going into their second year have met with their three-person committee before the end of May
3. prepare package of new registration information for incoming graduate students.
4. sort out various awards for TA excellence, travel, etc.
5. call for Nominations for the A.R.C. Duncan Award for Teaching Excellence.
6. oversee completion of TA evaluation forms

**June:**

1. prepare draft budget for upcoming academic year
2. answer questions concerning course selection/registration
3. oversee 2nd year oral defense of PhD proposal according to the Graduate Handbook (make sure they happen before end of June, that there are Chairs for the exams, etc.)

There are also general questions throughout the year concerning requirements, regulations, options (medical leave, temporary withdrawal, leave of absence, etc.), travel awards, monitoring student progress, etc. On occasion, the Graduate Coordinator is also asked to perform larger tasks, such as preparing the self-study report for academic review processes.**Appendix E: Principles of TA/Grader/RA Allocation Teaching Assistants**

1. The Coordinator of Graduate Studies is responsible for the assignment of Teaching Assistants.
2. For any year, the Coordinator will determine the TA-student ratio in light of the following variables: (a) the number of students eligible for TA-ships; (b) enrolment figures; (c) the department’s budget allocation for TA-ships. (This ratio is normally roughly 1:50.)
3. The Coordinator will normally treat all classes equally. If resources remain after the initial assignment that cannot be equally distributed, preference will be given to classes with particularly demanding circumstances such as high enrolments or burdensome teaching duties, or those such as required courses that warrant additional support in virtue of their special pedagogical role in the undergraduate program. (This accords with policy made at the Department Meeting 12/11/2010.)
4. In accordance with the TA/TF Collective Agreement, graduate students guaranteed funding should express their preferences about TA assignments to the Coordinator, and other graduate students must apply for all TA positions for which they wish to be considered. In addition, faculty may express preferences about TA assignments. Faculty and students should be aware, however, that it may be difficult or impossible to satisfy all preferences.
5. In assigning TA-ships, the Coordinator will attempt to balance considerations about students’ past experience and expertise with the desirability of doctoral students acquiring a range of teaching experience.
6. The Assignment of TA duties will conform to the requirements of the relevant TA/TF Collective Agreement.

### Undergraduate Graders

1. Undergraduates may be hired as graders on condition that: they are in the fourth year of their program, the undergraduates being graded are in first-year courses, and measures to ensure good grading practices, in particular to preserve the anonymity of those being graded, are established. (This accords with policy made at the Department Meeting 12/11/2010.)
2. The assignment of undergraduate graders is the responsibility of the Coordinator of Graduate Studies, in consultation with the Chair of Undergraduate Studies. Each year, the Chair will compile a list of suitable graders by soliciting expressions of interest from qualified students and consulting with faculty members. Graders must have an outstanding academic record and be in good standing in the program.

Note: All appointments of TAs and graders must be made through the Department, even in cases where a faculty member is providing funding to support the position. A faculty member wishing to make such an appointment should consult the Graduate Coordinator or Chair of Undergraduate Studies as soon as possible, so that the appointment can be made in the appropriate way.

### Research Assistants

Faculty members who win funding for RAs should inform the Head of Department as soon as possible so that, where relevant, account can be taken of this funding source in the Department budget. At the appropriate time, faculty members should inform the Graduate Coordinator and/or the Chair of Undergraduate Studies, so that the appointment can be mader in the appropriate way and that, where relevant, students’ funding packages can be adjusted to take account of the RA-ship.

### Appendix F: Named Prizes, Professorships, and Lectures The A.R.C. Duncan Award

The A.R.C. Duncan Award for Excellence in Tutoring was established in honour of a former head of the Queen’s Department of Philosophy and one of the country’s most distinguished teachers of philosophy. It is awarded annually to a teaching assistant whose contribution has been particularly outstanding. The Board of Graduate Studies receives nominations from faculty every spring. It is a significant honour to receive the award.

### The C.G. Prado Ph.D. Prize in Philosophy: Procedures

The C.G. Prado Prize in Philosophy was established to provide an annual prize to a student who submits an outstanding Ph.D. dissertation within 7 years from the candidate’s first registration in the Ph.D. program in the Department of Philosophy at Queen’s University. The terms of reference of the award state that the Prize is intended to recognize outstanding work and that Ph.D. candidates are eligible to be nominated for the Prado Ph.D. Prize provided that they have successfully defended their dissertations within seven years of original registration in the Ph.D. program (with accommodation being made for official leaves such as maternity/paternity leaves, etc.).

The terms of reference determine that the winning thesis will be chosen by the Department of Philosophy’s Board of Graduate Studies, in consultation with the Head of Department.

The process of determining the winning thesis will be as follows:

* 1. In fall term (usually in October or November), BOGS will invite nominations for the Prize. Ordinarily, nominations will be made by the supervisor(s), although other members of the examining committee may make a nomination.
	2. If the members of a candidate’s examining committee are willing to make their reports on the thesis available, the Board shall take the content of those reports into account. The external examiner’s report shall be accorded special weight. It is the responsibility of the nominator to solicit the reports and to include them in the nomination, together with any other materials the nominator deems relevant, such as additional comments the examiners may wish to make after the defense.
	3. A copy of the thesis abstract should be included with the nomination.
	4. After reviewing the nominations, the Board of Graduate Studies will make a recommendation to the Head of Department about whether to award the Prize and to whom. The Head will report the outcome to the Department at a Department Meeting.
	5. In cases where members of BOGS are involved in the nomination process, the Head of Department may strike an ad hoc committee to consider the nominations.

**Graham Kennedy Memorial Lecture**

The Department of Philosophy at Queen’s University will hold an annual lecture in memory of Graham Kennedy, who tragically died as a result of a brain aneurism in September 2007, one week into the fourth year of an undergraduate degree in Philosophy and Sociology. Graham was a keen and energetic student, who had been a winner of the John Stark Gillies prize for the best mark in a first- year philosophy course. The lecture series in his memory was initially endowed by a gift from his family. Kennedy lecturers will be distinguished external speakers who will talk on a philosophical subject of their choice and will normally receive an honorarium of not less than $500. It is expected that the lecture will be accessible to undergraduate students. The Kennedy Lecturer is chosen by the Head of Department. The inaugural lecture was given in September, 2008, when Ronald de Sousa of the University of Toronto spoke on “Repetition and Novelty in Emotion, Life, and Art”.

**Kennedy Lectures**

2008 Ronald de Sousa (Toronto), ‘Repetition and Novelty in Emotion, Life and Art’

2009 Nikuru Nzegwu (SUNY, Binghamton), ‘Omu Equality’

2010 Joseph Heath (Toronto), ‘The Structure of Intergenerational Cooperation’

2011 Cressida Heyes (Alberta), ‘The Knowing Body? Reworking Philosophy’s Intellectualism’

2012 James Robert Brown (Toronto), ‘Epistemology, Politics, Money, Medicine’

2013 Alice MacLachlan (York), ‘Sorry Stories and How (Not) to Tell Them: Philosophical Approaches to Apology’

2014 Tracy Issacs (Western), ‘Kitchen Nightmares: When Ethical Eaters Come to Dinner’

2015 Cheryl Misak (Toronto), ‘Ramsey’s Cognitivism: Truth, Ethics and the Meaning of Life’

2016 Alice Crary (New School of Social Research), ‘Seeing Animal Suffering’

2017 Mark Kingwell (Toronto), ‘The Decline of Civility and the Collapse of Democracy’

### Gregory Vlastos Memorial Lecture

The Gregory Vlastos Memorial Lecture was initially established by a bequest from Dr. Andrew Kapos (MA 1940) made to the University in memory of the distinguished philosopher Gregory Vlastos, who was a faculty member in the Department of Philosophy in the 1930’s and 40’s. The lecture will be given annually by a distinguished visiting speaker on a theme relevant to Vlastos’ philosophical interests. The speaker will normally receive an honorarium of not less than $500. The Head shall designate a representative to select the speaker and to coordinate the lecture. In some years, a symposium or panel discussion might be sponsored instead of a single lecturer. The inaugural lecture was given in 2009 by Prof. Terence Irwin (Cornell/Oxford) on “What Kind of Moral Philosophy Rests on a Mistake?”

**Vlastos Lectures**

2009 Terence Irwin (Cornell/Oxford), ‘What Kind of Moral Philosophy Rests on a Mistake?’

2011 Paul Woodruff (Texas), ‘Eros at the Core of Philosophy’

2011 Richard Kraut (Northwestern),‘Against Absolute Goodness’

2013 A.A. Long (UC-Berkeley), ‘Socratic Idiosyncracy and Cynic Exhibition’

2014 John Dillon (Dublin), ‘Carneades the Socratic’

2016 David Sedley (Cambridge), ‘Divine Anonymity’

2017 Brad Inwood (Yale), ‘Varieties of Stoicism: the Strange Case of Marcus Aurelius’

### THE JOHN AND ELLA G. CHARLTON PROFESSORSHIP IN PHILOSOPHY

The Charlton Professorship is redefined in this new set of conditions and procedures.

1. The Charlton Professorship in Philosophy may be held by a member of the academic staff in the Department of Philosophy.
2. The Professorship will be offered in recognition of outstanding contributions to Philosophy and in expectation of continuing leadership in the Department and in the University. The incumbent will be expected to pursue research in his/her discipline and to take an active part in the instruction of undergraduate and graduate students.
3. Appointment to the Professorship will be made by the Principal on the recommendation of the Dean of Arts and Science.
4. When the Professorship is vacant, the Dean of Arts and Science will write to all members of the Department of Philosophy soliciting applications or nominations. Nominations must be accompanied by a signed statement from the nominee agreeing to the nomination. Supporting materials must be consistent with the Collective Agreement but will normally include: an up-to- date curriculum vitae; a separate summary of teaching experience; copies (if feasible) of all relevant scholarly work or at least citations for such work; a summary of contributions to the Department, Faculty, University and discipline.
5. The Dean of Arts and Science, with the approval of the Principal, and in consultation with the Dean of Graduate Studies, will appoint a special committee of three full professors to advise on a suitable appointment. Two members of the committee will be members of the Department of Philosophy and the third a member of a cognate department at Queen’s. In making its recommendation, the Committee must comply with any relevant provisions of the *Collective Agreement*.
6. The recommendation of the Committee, together with ample evidence of the high scholarly standing of the nominee, shall be submitted to the Dean who in turn will pass the documents to the Principal with his/her own recommendation.
7. The Professorship need not be occupied if, in the opinion of the Committee, the Dean, or the Principal, no candidate worthy of the Professorship is found. In such cases the situation will be re-examined by a special Committee at an appropriate interval.
8. On appointment by the Principal, the Charlton Professor will deliver an Inaugural Lecture to the University community in which a topic of public interest in his/her area of specialization is treated in terms suitable for a general audience.
9. The incumbent will be styled in all University correspondence and documents The Charlton Professor of Philosophy.

**Appendix G: The Graduate Student Handbook** See department webpage link on:

<https://www.queensu.ca/philosophy/graduate/resources-grad-students>

### Appendix H:

**CONSTITUTION - PHILOSOPHY GRADUATE STUDENTS ASSOCIATION, QUEEN’S UNIVERSITY**

* The Association
* Membership
* Annual General Meeting
* Secretary-Chairperson
* Meetings
* Quorum
* Elections
* Instructions to Delegates
* Minutes
* Notice of Meetings
* Constitutional Amendments
* Bylaws and Policy
* Special Meetings

**ARTICLE 1: THE ASSOCIATION**

° The name of this organization shall be the Philosophy Graduate Student Association, herein referred to as the PGSA or the Association.

° The objectives of the Association shall be:

* 1. To advocate for and represent the needs, interests and concerns of its membership within the Department and the University.
	2. To contribute to the intellectual growth and development of a spirit of community within the Department of Philosophy as well as Queen’s University.
	3. To serve as a medium of communication between its members, other members of the Department and other University organizations.
	4. To organize from time to time academic, social, and recreational activities for its membership.

**ARTICLE 2: MEMBERSHIP**

° All graduate students in the Department of Philosophy currently registered with the School of Graduate Studies and Research at Queen’s University shall enjoy all of the rights and privileges of membership in the PGSA.

**ARTICLE 3: ANNUAL GENERAL MEETING**

° The Annual General Meeting of the PGSA shall be held on the first Tuesday in February.

**ARTICLE 4: SECRETARY-CHAIRPERSON**

° The members present at the first regular meeting in September shall elect a Secretary-Chairperson from among the membership of the Association.

° In the event of his or her absence, the Secretary-Chairperson shall designate an alternate Secretary-Chairperson. In the event that such a designation is not made, the Association shall elect an alternate Secretary-Chairperson for that meeting.

° The duties of the Secretary-Chairperson or alternate Secretary-Chairperson shall include: o Chairing all meetings of the Association

* Circulating notices of all meetings of the Association by email
* Recording and filing minutes of meetings of the Association or appointing a minute taker o Corresponding with other University bodies as instructed by the Association
* Control and responsibility for any financial assets of the Association in coordination with the Association’s Social Committee
* In the event of the resignation of the Secretary-Chairperson a by-election shall be held to fill the position pro-tem.
* The term of the Secretary-Chairperson shall be one (1) year.

**ARTICLE 5: MEETINGS**

* The Association shall meet at least once a month
* Meetings shall be conducted in accordance with Roberts Rules of Order.
* There shall be an Orientation Meeting each September.
* Meetings shall last no longer than an hour, except by majority vote of the membership present at the meeting.

**ARTICLE 6: QUORUM**

* The quorum for all meetings of the Association shall be eight on-campus members.
* The quorum for the Annual General Meeting shall be equal to one-third of the on-campus membership.
* If at any meeting of the PGSA (including the Annual General Meeting) quorum is not attained, then another meeting of the Association shall be held one week later, with proper notice given to all

members. This second meeting shall be treated as valid irrespective of any quorum requirement

**ARTICLE 7: ELECTIONS**

* At its first regular meeting in September the Association shall elect delegates for terms of one (1) year to:
	+ The Society of Graduate and Professional Students (1)
	+ PSAC Local 901, Department Steward (1)
	+ The Committee of Graduate Studies (1 MA, 2 PhD)
	+ The Departmental Meeting (1)
	+ The Appointments Committee (1)
	+ Any other body requiring or requesting representatives of Graduate Students in the Department of Philosophy
	+ As well as selecting members of the Association’s Social Committee (2-4).
* In the event of the resignation of any delegate, by-elections shall be held at the next meeting of the membership.
* Preference should be given for new candidates for committees, where possible.
* Preference should be given for the election of an upper-year PhD student representative to the hiring committee.

**ARTICLE 8: INSTRUCTIONS TO DELEGATES**

* Persons elected to positions by the Association shall:
* Act as delegates of the Association to the bodies to which they are elected
* Represent the interests, needs and concerns of graduate students as established by the Association in accordance with its Constitution
* Report to the Association as fully as possible the issues and concerns raised in those bodies o Seek instruction from the Association on all matters affecting its membership
* Notwithstanding any of the above, when instructed by the Association, present only the views authorized by the Association.
* Any persons elected by the PGSA may be recalled at any time by a two-thirds vote of members attending any meeting of the Association
* Any PGSA delegate absent without cause or having failed to notify the membership of their absence from two consecutive PGSA meetings or to consecutive meetings of the body to which they are delegate shall be understood to have relinquished their responsibilities as a graduate student delegate and a by- election shall be held to fill the vacated position(s).

**ARTICLE 9: MINUTES**

* Minutes of all decisions made at all meetings of the Association shall be made available to all member of the Association
* Copies of minutes from the PGSA and all committee meetings shall be kept in a binder in the department office.

**ARTICLE 10: NOTICE OF MEETINGS**

* Meeting dates and times for each term will be set at the first meeting at the beginning of each term.
* Notice of all meetings of the Association must be circulated in writing (e-mail or hard copy in Departmental mailbox) to every on-campus member of the Association as indicated by the Department On-Campus Graduate Student list and posted in the Departmental Lounge at least one week in advance of each meeting.

**ARTICLE 11: CONSTITUTIONAL AMENDMENTS**

* Amendments to this Constitution shall be made by two-thirds majority vote at the Annual General Meeting.
* All proposed Constitutional Amendments shall be circulated in writing to each member of the Association at least one week prior to the Annual General Meeting.

**ARTICLE 12: BYLAWS AND POLICY**

* From time to time the Association may adopt bylaws and policies at its meetings
* Bylaws shall be approved or amended only upon two-thirds majority vote of those members attending a meeting of the Association
* Policies shall be approved or amended upon simple majority vote of those members attending a meeting of the Association
* In the event of a conflict between a bylaw or policy and the Constitution, the Constitution shall prevail
* In the event of a conflict between a policy and a bylaw, a bylaw shall prevail

**ARTICLE 13: SPECIAL MEETINGS**

* Upon receipt of a petition signed by at least five (5) members of the Association requesting a special meeting of the Association, the Secretary-Chairperson shall call such a meeting
* Notice of any Special Meeting shall be circulated to each member of the Association at least twenty-four (24) hours in advance of said meeting

Established – September 2010 Updated – March 2011