

College of Arts and Sciences  
DEPARTMENT OF BIOLOGY  
Rank and Tenure Procedures and Criteria  
Approved by Faculty of Department of Biology 1/13/2010

## I. PROCEDURE

### Evaluation of Application for Promotion and Tenure

Although it is the responsibility of the candidate for promotion and tenure to prepare a dossier for evaluation, tenure, and/or promotion as described in the College Policy Binder (section II.A.6), it is the responsibility of the faculty of the Department of Biology to evaluate, fairly and accurately, this dossier. This evaluation is important and should be taken seriously by the departmental faculty. To this end the following process will be followed:

#### ¥ Department's Part of the Dossier

The Department of Biology Promotion and Tenure Committee consists of all Tenured faculty when Assistant Professors are being considered for either Promotion or Tenure, and all Tenured Full Professors for those faculty being considered for promotion to Full Professor. The Chairperson of this committee is a tenured, Full Professor. The Chairperson of the Departmental Promotion and Tenure Committee will be elected by tenured faculty from nominations of tenured candidates with the rank of Full Professor at the first faculty meeting of the Academic year.

The Faculty member being considered for Promotion and/or Tenure, in consultation with their Mentoring Committee and the Department Chairperson, is responsible for assembling the departmental dossier. The various rank and tenure committees consider many candidates; therefore, it is important that the dossiers be assembled in a standard order.

The following is the order from the top down:

- a) Cover sheet and vote of the Department.
- b) Departmental criteria for promotion and tenure.
- c) The candidate's part of the dossier.
- d) Chairperson's form and recommendation.
- e) Report of the mentoring committee.
- f) Two recommendations from colleagues (one colleague selected by the candidate, one by the Chairperson)<sup>1</sup>. These letters are available for review by all members of the Promotion and Tenure Committee and the Department Chairperson.
- g) A minimum of four recommendations from students<sup>1</sup>, half of which should be selected from a list provided by the candidate, the other half by the Chairperson in consultation with the mentoring committee. These letters are available for review by all members of the Promotion and Tenure Committee and the Department Chairperson.

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<sup>1</sup> The candidate should not see the letters.

- h) A minimum of four letters<sup>2</sup> from outside evaluators<sup>3</sup> (the candidate should provide a list of potential evaluators; the Chairperson and the mentoring committee should add names to that list; the Chairperson in consultation with the mentoring committee chooses the evaluators). At least two of the letters will be from the candidate's list. These letters are available for review by all members of the Promotion and Tenure Committee and the Department Chairperson.

#### ¥ Role of the Departmental Faculty

All tenured faculty with the rank of professor with primary appointment in the Department (in the case of a candidate for promotion to professor) or all tenured professors and tenured associate professors (in the case of a candidate for promotion to associate professor), chaired by the Departmentally elected Chair of the Department of Biology Promotion and Tenure Committee, should meet, discuss, and vote<sup>4</sup> for or against the promotion of the candidate. At the time of the meeting, the mentoring committee should prepare and present a report and recommendation to the faculty, as described. This report and recommendation should be comprehensive in covering the criteria for promotion and tenure as outlined by the University, College, and Departmental policies and how the candidate has performed in meeting these expectations. This report should form the focus of the discussion and vote on the candidate's application for tenure and/or promotion. Participation in tenure and promotion discussion and vote is a serious obligation from which a faculty member is not lightly excused. If a faculty member is not able to attend the discussion, the Chairperson should obtain the faculty members vote in *absentia*. In its deliberations the Department considers the following:

- a) Departmental criteria
- b) The candidate's part of the dossier
- c) The letters of recommendation from students
- d) The letters of recommendations from colleagues
- e) The letters from outside evaluators
- f) Recommendation of the mentoring committee

#### ¥ Role of the Chairperson of the Departmental Promotion and Tenure Committee

While the Tenure and Promotion Committee meeting is called to order by the Department of Biology Chairperson, it is the responsibility of the Chairperson of the Promotion and Tenure Committee to facilitate the meeting. This elected Chairperson will call for the report from the Mentoring Committee of the Candidate and facilitate the discussion. The Candidate's mentoring committee will revise their document to reflect the findings and discussion of the meeting. The report is to be circulated to members of the Promotion and Tenure Committee in hardcopy form for verification of accuracy. When this summary is finalized it is submitted to the Department Chairperson, and included as a confidential document in the candidate's dossier.

#### ¥ Role of the Candidate

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<sup>2</sup> The candidate should not see the letters.

<sup>3</sup> The outside evaluators should be recognized scholars in the candidate's field. The outside evaluators primarily evaluate the candidate's research and professional reputation but may add any relevant information.

<sup>4</sup> The vote should be by secret ballot and it should be kept on file until a final decision is reached.

It is the candidate's responsibility to inform the Department Chairperson of his or her intention to apply for promotion by April 1 in order to give the Chairperson and the mentoring committee enough time to solicit letters. The candidate must prepare the dossier, in consultation with the Mentoring Committee and Department Chairperson and parts of the rank and tenure dossier to be



By September 1 of the first semester of the third year the mentoring committee will write a comprehensive evaluation concerning the candidate's progress towards tenure. This report is submitted to the Department Promotion and Tenure Committee and is included in the candidate's dossier for review. Written copies of this report and the report generated by the Chairperson of the Department Promotion

g) A minimum of four letters<sup>6</sup> from outside evaluators<sup>7</sup> (the candidate should provide a list of potential evaluators; the Chairperson and the mentoring committee should add names to that list; the Chairperson in consultation with the mentoring committee chooses the evaluators). At least two of the letters will be from the candidate's list.

¥ Role of the Departmental Faculty

See "Role of the Departmental Faculty" on page II.A.7.b.2.

¥ Role of the Department Chairperson

See "Role of the Department Chairperson" on page II.A.7.b.3.

## II. CRITERIA

### Criteria for Promotion to Associate Professor with Tenure

The major criteria for promotion are scholarship and teaching, with equal weight given to both.







- b) Leadership roles in university committees that play a major role in the growth and development of the Department and the University.
- c) Leadership roles in national or international professional organizations including organizational roles in symposia or conferences.
- d) Development and teaching of professionally oriented workshops.

### III. Promotion of Continuing, Non-Tenure-Track Faculty

The process to be followed in the case of promotion of a non-tenure-track faculty member is generally the same as that for tenure-track faculty except that the criteria and information needed is modified to suit the needs of the candidate's role as a primarily teaching faculty member. These general differences are outlined below under "Promotion of Full-Time, Non-Tenure-Track Faculty in the Department of Biology".

#### Preamble:

The primary responsibilities for implementing the mission of the College of Arts and Sciences and the Department of Biology typically resides with its full-time, tenure-track faculty. This position reflects not only the historical reality of the usual and customary practice of the College and Department but also a continuing imperative for the integrity and viability of the mission of the Department and College which includes the traditional academic functions of teaching, research, and service. The needs of the Department of Biology and College may, on occasion, necessitate the hiring of full-time, non-tenure-track faculty to work with the full-time, tenure-track faculty in achieving and enhancing this mission. Such personnel can represent a special talent or resource not otherwise available within the full-time, tenure-track faculty or a competency which augments those of the full-time, tenure track faculty in ways distinct from assistance provided by other, part-time, or adjunct faculty. While their contributions may be substantial to the Department's or College's purposes, the status of full-time, non-tenure-track faculty is a recognized departure from established practices within the College and presents separate, unique, and special issues regarding decisions as to their retention and promotion. It is the intent of this section of the Department of Biology document to affirm their rightful place as full members of the Department of Biology and College of Arts and Sciences faculty and to assure their rights and responsibilities as faculty members. Thus, these norms and procedures are established in an effort to clarify their distinctiveness, to protect their interests, and to provide direction as to procedures for hiring and promotion.

#### Definition:

Non-tenure-track faculty in the Department of Biology, the College of Arts and Sciences and the University are defined as "individuals who are not eligible for tenure but have appointments that are renewable."<sup>8</sup> Within the College of Arts and Sciences, full-time, non-tenure-track faculty are limited to persons whose primary responsibility is usually<sup>9</sup> that of teaching and instruction and are hereafter referred to as "teaching faculty."

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<sup>8</sup> The Faculty Manual of Saint Louis University currently in effect.

<sup>9</sup> In most cases their responsibilities involve teaching and advising of majors; however, they may also conduct scholarly work with the permission of their supervisor and if they are funded for applied, pedagogical, or pure scientific studies, and have available facilities to conduct said studies.

### Rights and Privileges of Non-tenure-track Faculty

Non-tenure-track faculty have the same rights and privileges of tenure-track faculty in the Department of Biology with the following exceptions:

1. They do not attend or vote on tenure and/or promotion of tenure-track faculty.
2. They are generally not provided with a research laboratory unless they have extramural funding.
3. They generally do not receive a research budget from the Department of Biology.

### Performance Expectations:

It is expected that modification will be made in the usual faculty requirements pertaining to teaching and service in the performance expectations of teaching faculty. Such distinction is central to their function within the Department of Biology and College of Arts and Sciences. Their evaluation as teaching faculty will principally focus on their performance in the classroom and laboratory environments and advising and mentoring. Performance in other areas of teaching and service will also be evaluated relative to their weight in the employment expectations of each teaching faculty member. However, the basic criteria for evaluation should be established for each case within three months after the faculty member is hired and should be reviewed annually in consultation with their mentoring committee and the Department Chairperson. Each year the Faculty Promotion and Tenure Committee meets, discusses, and votes on whether to recommend that the non-tenure track faculty's contract be renewed for the following year. Each candidate's mentoring committee brings forward a recommendation to be voted on by the Departmental Rank and Tenure Committee. In the case of a recommendation of a non-renewal the non-tenure track faculty must be given the necessary notice as per the faculty manual of Saint Louis University.

### Ranks:

The College of Arts and Sciences uses three ranks of non-tenure-track faculty. They are, in ascending order: Non-tenure track instructor, Non-Tenure Track Assistant Professor, Non-Tenure Track Associate Professor, and Non-Tenure Track Professor.

### Promotion in Rank:

Although achievement of tenure is, by definition, not available to non-tenure-track faculty, promotion can be important to both the academic career of teaching faculty members and to the vitality and development of the Department and College. Promotion in rank is earned through the diligent and persistent demonstration of competence in the specified responsibilities of the position, and signals recognizing levels of achievement from colleagues in the Department, College, and wider University community. The core of the evaluation process for promotion is the end result of a carefully executed, faculty peer review.

### Mentoring Committee:

All non-tenure track faculty in the Department of Biology will be assigned a mentoring committee of peers as described for tenure-track faculty.

### Promotion Procedures:

The Department of Biology generally follows the procedures specified in the University Faculty Manual and those for tenure-track faculty in the Department currently in effect and uses the same

forms. Such forms are modified as necessary to indicate that promotion in rank, but not tenure, is being considered in the process.

For eligible faculty, the Chair of the Department where the faculty member resides initiates the

3. Standardized student course evaluati

development or training programs within Saint Louis University or between Saint Louis University and other institutions.