


Rank and Tenure Procedures and Criteria: College Level

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3. CAS Tenure and Promotion Dossier

CAS Rank and Tenure Approved: 3 February 2020

CAS Faculty Council Approved: 2 April 2020

The College of Arts and Sciences reviews the Candidate's part of the dossier. The format of the CAS dossier differs from the format required for submission to the University Committee on Academic Rank and Tenure (the UCART dossier format can be found here:

<https://www.slu.edu/provost/faculty-affairs/promotion-tenure-resources/index.php>

D. Appendices

Include appendices when appropriate (e.g., reviews of the candidate's publications or creative work, referees' reports on publications in press, letters from editors and/or contracts from presses regarding commitments for future publications, etc.).

3.2 Department's Part of the Dossier

The Department Chair is responsible for assembling the departmental dossier. In some departments, a departmental committee is responsible for assembling the departmental dossier. If the Department Chair is the candidate, the Dean will consult with department members to select a faculty member to assemble the dossier and shepherd the evaluation process.

The various committees consider many candidates; therefore, it is important that the dossiers be assembled in a standard order. The following order is from the top down.

1. Front Matter

a. UCART Cover Sheet/Vote Summary Form (Available on this page: <https://www.slu.edu/provost/faculty-affairs/promotion-tenure-resources/index.php>. Click on the link "Dossier Cover Forms".)

b. If applicable, documentation regarding negotiated terms for tenure and/or promotion, including years of credit

2. The candidate's part of the dossier

3. Mid-point review report (if one exists)

4. Chairperson's form and recommendation. Forms are available on the Office of Faculty Affairs Website. If the chairperson is the candidate or did not shepherd the evaluation

submit an evaluation. In the case of secondary appointments, if requested by the

3.3 College's Part of the Dossier

The Dean adds the following to the dossier:

1. The vote of the College's Rank, Tenure, and Sabbatical Committee. The Dean adds the result of the vote to the UCART Vote Summary Form.
2. Recommendation of the Dean. The Dean places this recommendation after the candidate's part of the dossier.
3. Recommendation of the College's Rank, Tenure, and Sabbatical Committee. The Dean places this recommendation after the Dean's recommendation.

4. PROCESS

Each department should have a written "Departmental Process" detailing the specific procedures beyond those described in this document for how the tenure and promotion process is to be handled in the Department.

4.1 Role of the Candidate

It is the candidate's responsibility to inform the Department Chair of the candidate's intention to apply for promotion by April 1* in order to give the Chair enough time to solicit letters and to make the parts of the rank and tenure dossier considered by the Department (section 4.2) available to the Department by September 1. The candidate should be familiar with The Faculty Manual of Saint Louis University, particularly those sections pertaining to types of faculty, advancement, and norms for appointment and advancement.

*Some departments may want to require an earlier date.

4.2 Role of the Departmental Faculty

All faculty with the rank of professor with primary appointment in the Department (in the case of a candidate for promotion to the rank of professor) or all faculty with the rank of professor and associate professor (in the case of a candidate for promotion to the rank of associate professor), chaired by the Department Chair, should meet, discuss, and vote* for or against the promotion of the candidate. 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 Chair should obtain the faculty member's vote in absentia. In its deliberations the Department considers the following:

*The vote should be by secret ballot.

1. Departmental criteria
2. The candidate's part of the dossier
3. The two letters of recommendation from students
4. The letters from outside evaluators
5. The recommendation of the departmental committee (if made)*

*In some departments, a committee will examine the dossier before the departmental deliberations and give their recommendations to the department.

4.3 Role of the Department Chair

detailed reasons for the recommendation. The Dean communicates the recommendation of the College's Rank, Tenure, and Sabbatical Committee to the candidate. If the application is marginal, the Dean should discuss the application with the candidate and, if the candidate wishes, provide a written summary of the discussion. The candidate may withdraw the application at this time. Otherwise, the dossier is submitted to the University Committee on Academic Rank and Tenure.

4.6 Role of the College Representation on the University Committee on Academic Rank and Tenure

The responsibility of the College's representative on the University Committee on Academic Rank and Tenure is to represent the views and interests of the College before the University Committee on Academic Rank and Tenure. The representative should attend the meetings of the College's Rank, Tenure, and Sabbatical Committee to be familiar with the reasons for their recommendations and should consult with the Dean to be familiar with the reasons for the Dean's recommendations.

5. MENTORING AND EVALUATION OF UNTENURED TENURE-TRACK FACULTY

One of the most important duties of a Department Chair is to look after the best interests of