

**CAS Tenure and Promotion Dossier**  
**CAS Rank and Tenure Approved: 3 February 2020**  
**CAS Faculty Council Approved: 2 April 2020**

**3.1 Candidate's Part of the Dossier**

A: Candidate CV

The information in the CV should appear in the following order.

Fill in all categories. If an item is not applicable, mark N/A.

1. General Information

- a. Name, present rank, and department affiliation(s).
- b. Degrees earned, including institutions and dates.
- c. Academic experience, including institution(s), rank, and dates.

2. Teaching

- a. List of courses taught at Saint Louis University during the last five years.
- b. List of teaching awards, including a brief narrative description of the criteria and method of selection.
- c. Grants or fellowships for teaching innovations, including

c. Production, performance, exhibition of creative works. In an addition to a list of productions, performances and/or exhibitions of creative works, candidates may provide a brief narrative summary (no more than 1/2 page) of reviews of creative works. The full text of reviews should not be included in item 4c but rather placed in the appendices.

d. Work in progress.

e. National or international awards for research, including a brief narrative description of the criteria and method of selection.

f. Grants, scholarships, fellowships for research (external/internal, proposed/funded), including a brief narrative description of the criteria and method of selection.

g. Lectures, papers, speeches (contributed/invited) presented at professional meetings or educational institutions.

h. Other.

## 5. Service

a. Professional

b. University

c. College

d. Department

e. Community

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

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.

Outside evaluators must be sent the department criteria for promotion and tenure.

Outside evaluators must submit letters on letterhead.

As stipulated in the Faculty Manual, "Ordinarily, peer evaluators will hold a higher rank than that of the applicant." If the chair determines a scholar at or below the rank of the candidate is more appropriate, an explanation must be offered in the Chair's letter.

The Chair should avoid requesting evaluation by scholars with conflict-of-interest affiliations, including the candidate's mentors and scholars who have been co-authors and/or co-collaborators with the candidate within the past five years. The CAS Rank and Tenure Committee generally disregards letters that evidence close connections or conflicts of interest. Outsider evaluators must be asked to comment in their letters on any connections with the candidate, i.e., mentoring, collaboration, co-authorship.

The candidate should provide a list of potential evaluators. The Chair should add names to that list. The Chair chooses the evaluators (see note below for selection process).

9. Departmental criteria for promotion and tenure.

10. A minimum of two recommendations from students, unless the department requires more.

The candidate provides a list of students from which one student is chosen. The Chair chooses a second student.

NOTE: The selection processes for choosing outside evaluators and colleague and student recommendations should be explained in the chair's letter, i.e., which respondents were selected by the candidate, recommended by the candidate but chosen by the chair/committee, or selected independently by the chair/committee. The latter two methods lend credibility to the reference and are viewed as preferable practices. Candidates should not be the sole source of selecting letter writers in any category (external, colleague, student).

### **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.