

SAINT LOUIS UNIVERSITY
John Cook School of Business

Requirements for Promotion
to
Associate Professor and/or Tenure

AND

Rank and Tenure Committee Procedures
For
Promotion to Associate Professor and/or Tenure

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Associate Professor

Requirements for Promotion to Associate Professor and/or Tenure

Saint Louis University John Cook School of Business

These requirements apply to applications for Promotion to the rank of Associate Professor and/or the granting of Tenure. The requirements cover residence and the three areas of teaching, scholarship, and service, as described below.

All hard copies of documentation pertaining to a candidate's application for tenure and/or promotion are to be held in the Dean's Office in the John Cook School of Business.

Residence

Five (5) years of service at the rank of Assistant Professor are required at Saint Louis University or at another university of equal standing for promotion to Associate Professor. Previous service at institutions comparable to the University may be substituted for not more than three (3) years of service. (See Faculty Manual 1994, p. 17, section 31, and p.13, D1 paragraph 6.)

Tenure is normally associated with the ranks of Tenure-Track Associate Professor and Tenure-Track Professor. However, when the initial appointment is to one of these ranks, tenure is ordinarily withheld for at least two years, unless specific exception to this rule is made by the President or his designee. (See Faculty Manual 1994, p.13, paragraph 3.)

Teaching

1. Documentation

The following items must be submitted as documentary evidence of teaching ability and accomplishments.

- a. A statement of teaching philosophy by the candidate.
- b. A statement from the candidate describing teaching methodology, activities, awards, etc.
- c.
 - (i) A summary of the candidate's student teaching evaluations, to be written by the Chair of the Candidate's Department. This summary should cover the teaching period since the Mid-Term Review (see below, page 4) of the candidate, up to the time of the application for promotion and/or tenure. All original teaching evaluations must be kept on file and made available to the Cook School's Rank and Tenure Committee, upon request. The numerical summary completed by the Dean's office of teaching evaluations for each semester is to be provided.
 - (ii) The Cook School's Rank and Tenure Committee's Mid-Term Review is to be included along with a copy of the Department's Chair's report, based on the Mid-Term Review of the candidate.

2. **Standards**

The following standards will be used by the Cook School Rank and Tenure Committee to evaluate the candidate's achievements in the area of teaching.

Evidence of efforts to achieve excellence in teaching is required. This should include, but is not limited to, a clear demonstration of improvement in student teaching evaluations; innovation in teaching methodologies; dedication to serving and helping students; and availability to students for counseling.

Scholarship

1. **Documentation**

Evidence of scholarly activity is required, such as refereed journal articles, conference proceedings, books, working papers, presentations, monographs, case studies and teaching notes, computer programs, and grants. Evidence of work in progress is also expected. A complete and current Curriculum Vitae should be submitted. Hard copies of all publications must be provided.

2. **Standards**

The following standards will be used by the Cook School Rank and Tenure Committee in evaluating the candidate's achievements in the area of scholarship.

Evidence of continuing independent and joint scholarly activity and achievement is required. Scholarly publications and activities must meet the standards set by the candidate's department and Saint Louis University (as specified in the Faculty Manual 1994), as well as the applicable standards for PhD granting institutions, as established and defined by the AACSB (American Assembly of Collegiate Schools of Business).

Service

1. **Documentation**

The candidate must provide written evidence of participation and achievement for all his/her service activities.

2. **Standards**

The following standards will be used the by Cook School of Business Rank and Tenure Committee in evaluating the candidate's achievements in the area of service.

The candidate is expected to participate in Department, School, and University service activities. Service activities may also include leadership in any or all of the following: professional or academic organizations; consulting; or community involvement.

Participation in service activities should be at a level which permits meeting the standards for Teaching and Scholarship described above.

Saint Louis University John Cook School of Business
Rank and Tenure Committee Procedures and Requirements
For Promotion in Associate Professor and/or Tenure

1. Cook School Rank and Tenure Committee Activities Prior to Initial Appointment of a New Faculty Hire

During faculty recruitment, each candidate will receive a copy of the Requirements for Rank and Tenure Application, specifying necessary documentation and applicable standards. A member of the Cook School Rank and Tenure Committee will meet with each candidate in order to explain standards and procedures.

2. Credit for Prior Achievement of a New Faculty Hire

During faculty recruitment, credit for any teaching, scholarship, or service activities which occurred prior to the hiring of a new faculty member must be agreed to in writing by the Dean and the faculty member, in order to be considered at the time of request for promotion and/or tenure. (See Faculty Manual 1994, p. 10, section B1, paragraph 4.)

3. Mid-Term Review

The Cook School Rank and Tenure Committee requires that there shall be a formal review of progress towards meeting the standards for promotion to Associate Professor and/or tenure. This will take place at the appropriate mid-point of an untenured faculty member's tenure track at Saint Louis University.

The mid-term review will be coordinated by the Dean's Office. As portfolio should be compiled by the Dean's Office and submitted to the Cook School Rank and Tenure Committee. This portfolio will consist of the following:

- a. An up-to-date Curriculum Vitae is required, including a list of publications.
- b. Student classroom evaluations are required for all classes taught since the initial contract. (These are to be the same as required by the Cook School of Business. The appropriate Department Chairperson is to summarize this material.) The numerical summary compiled by the Dean's Office of teaching evaluations for each semester is to be provided.
- c. Faculty members who are Associate or Full Professors and tenured, have the option to evaluate anyone from their department. All faculty members who review are to provide evaluations using the standard colleague forms supplied by the University Rank and Tenure Committee.
- d. Evidence must be provided by the faculty member of scholarship and service activities, as described in the policy statement "Requirements for Promotion to Associate Professor and/or Tenure" (May 2001).

- e. Any outside evaluations desired by the candidate are welcome, but are not required.
- f. Comments should be supplied by the candidate about his/her own activities and performance.
- g. Comments on the candidate's activities and performance should be supplied by the Department Chairperson, using the standard form supplied by the University Rank and Tenure Committee.

The midterm review will evaluate the candidate on the basis of teaching, scholarship, service and collegiality. The progress of the candidate toward tenure will be described in one of three ways: (1) satisfactory, (2) making progress but with areas of concern, or (3) unsatisfactory. The description will be accompanied with a narrative that will make clear the reason(s) for the particular evaluation. These narratives will be approved by all committee members before they are sent, and each faculty member receiving a midterm review will meet jointly with the department chair and the Cook School of Business Rank and Tenure Committee member from that department.

At the end of the tenure-track period, the mid-term evaluation must be submitted as a component part of a candidate's application for tenure and/or promotion to Associate Professor. Its purpose is to indicate clearly to the Rank and Tenure Committee how progress has been made by the candidate toward meeting the standards required for tenure and/or promotion to Associate Professor.

4. Formal Application for Tenure and/or Promotion to Associate Professor: Evaluation Process

The formal evaluation process will be coordinated by the Dean's Office. A portfolio should be compiled by the Dean's Office and submitted to the Cook School of Business Rank and Tenure Committee. This portfolio will consist of the following:

- a. An up-to-date Curriculum Vitae is required, including a list of publications.
- b. Student classroom evaluations are required for all classes taught since the initial contract. (These are to be the same as required by the Cook School of Business. The appropriate Department Chairperson is to summarize this material.)
- c. Faculty members who are Associate or Full Professors and tenured, have the option to evaluate anyone from their department. All faculty members who review are to provide evaluations using the standard colleague forms supplied by the University Rank and Tenure Committee.

- d. Evidence must be provided by the faculty member of scholarship and service activities, as described in the policy statement “Requirements for Promotion to Associate Professor and/or Tenure.”
- e. In addition to the written outside evaluations mentioned below, any further evaluations desired by the candidate are welcome, but are not required.
- f. Comments should be supplied by the candidate about his/her own activities and performance.
- g. Comments on the candidate’s activities and performance should be supplied by the Department Chairperson, using the standard form supplied by the University Rank and Tenure Committee.
- h. A copy of the candidate’s mid-term evaluation.

The candidate is required to submit a list of five (5) names of nationally recognized scholars from the same discipline from outside the University, who are willing to serve as outside evaluators. All five will receive a resume and research material on the candidate. The Committee will need a minimum of three responses to proceed with their review of the candidate.

The Chair of the Cook School of Business Rank and Tenure Committee will invite the nominated scholar to write an evaluation of the candidate’s Curriculum Vitae and copies of scholarship activities. The outside evaluation should reach the Cook School of Business Rank and Tenure Committee in good time to allow all Committee members the opportunity to review it, prior to the tenure/promotion decision meeting.

Letters to all outside references (students, scholars and others) will be co-signed by the Chair of the Cook School of Business Rank & Tenure Committee and the Dean, and will be processed through the Dean’s Office.

The candidate may also submit in his/her packet any other written evaluations to the Cook School of Business Rank and Tenure Committee.

5. Time Schedule

During the first partial month of the Fall semester (August) prior to the potential tenure and/or promotion granting date, the candidate will present to the Chair of the Cook School of Business Rank & Tenure Committee the completed packet of information described in the documentation sections of the policy statement “Requirements for Promotion to Associate Professor and/or Tenure. This packet will be maintained in the Dean’s Office.

During the first full month of the semester, the Cook School of Business Rank and Tenure Committee will contact all outside references (students, scholars and others).

By the end of the second full month of the semester, all outside and internal references must be provided to the Cook School of Business Rank and Tenure Committee.

By the end of the third full month of the semester, the Cook School of Business Rank and Tenure Committee will make its recommendation(s) on the candidate(s) for tenure and/or promotion to Associate Professor to the Dean of the Cook School of Business.

**6. Formal Application for Tenure and/or Promotion to Associate Professor:
Final Evaluation Criteria**

The Cook School of Business Rank and Tenure Committee will consider a candidate favorably for tenure and/or promotion to Associate Professor only if he/she:

- (i) Meets the standards for teaching and scholarship, described above, **and**
- (ii) Merits being ranked as “**excellent**” in **one** of either **teaching** or **scholarship**, **and** “**good**” in the other, **and**
- (iii) Is judged by the Committee to have a “**good**” record in **service**, according to the Cook School of Business Rank and Tenure Committee’s specified standards.