

SAINT LOUIS UNIVERSITY
John Cook School of Business

Requirements for Promotion
to
Full Professor and/or Tenure

AND

Rank and Tenure Committee Procedures
for
Promotion to Full Professor and/or Tenure

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Full Professor

Requirements for Promotion to Full Professor and/or Tenure
Saint Louis University John Cook School of Business

Promotion to the rank of Full Professor ordinarily presupposes the qualifications for the rank of Associate Professor and additional qualifications covering residence and the three areas, teaching, scholarship, and service. Detailed requirements for Promotion, as well as conditions for the granting of Tenure, are described below.

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

Tenure and Residence

Tenure is normally associated with attainment of the ranks of Tenure-Track Associate 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 Saint Louis University Faculty Manual 1994, p.13, paragraph 3). The standards and documentation required for tenure are the same for all faculty regardless of entry rank at Saint Louis University John Cook School of Business.

Requirements for residence are specified separately, depending upon whether the candidate for promotion was (a) recruited from outside as an Associate Professor without tenure, or (b) promoted from within the John Cook School of Business to the rank of Associate Professor with tenure.

a) Associate Professor recruited from outside Saint Louis University without tenure

Five (5) years of service/residence at the rank of Associate Professor with at least three (3) years in the John Cook School of Business at Saint Louis University are required for promotion to Full Professor.

b) Associate Professor promoted and tenured within Saint Louis University John Cook School of Business

Five (5) years of service at the rank of tenured Associate Professor at Saint Louis University John Cook School of Business are required for promotion to Full Professor.

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. 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 promotion to the rank of Associate Professor. All original teaching evaluations must be kept on file and made available to the Cook School's Rank & Tenure Committee, upon request. The numerical summary completed by the Dean's office of teaching evaluations for each semester is to be provided.

2. Standards

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

Evidence of such outstanding abilities in teaching and counseling of students as to merit general recognition throughout the University, particularly among its faculty and students, as an effective educator, advisor, and faculty member.

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. Consideration will be given to such subsidiary evidence as direction of, or significant participation in, research projects, and acquisition of external funding for research, training or teaching.

Evidence of work in process 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's Rank and Tenure Committee in evaluating the candidate's achievements in the area of scholarship.

Evidence is required of such outstanding achievements in scholarship and research, particularly scholarly publication and other academically recognized, creative achievements, as to merit attention among recognized scholars. Also required is evidence of continuing independent and/or joint scholarly activity and achievement.

Specifically, the candidate's scholarly publications and activities must meet the standards set by:

- (i) the candidate's department, **and**
- (ii) current requirements for doctoral dissertation "mentor status," as specified by the Graduate School of Saint Louis University, **and**
- (iii) 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 by the Cook School's 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 must also include significant leadership/involvement in any or all of the following: national professional or academic organizations; or consulting; or the community. Leadership activities may include but are not limited to officer roles, major committee responsibilities, editorial boards, or conference chairs.

Saint Louis University John Cook School of Business
Rank and Tenure Committee Procedures
for Promotion to Full Professor and/or Tenure

1. Cook School's 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's Rank and Tenure Committee will meet with each candidate in order to explain standards and procedures.

2. Credit for Prior Achievements 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. Formal Application for Tenure and/or Promotion to Full 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's 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 during the candidate's residency at Saint Louis University as Associate Professor. (These are to be the same as required by the John Cook School of Business. The appropriate Department Chairperson is to summarize this material.) The numerical summary completed by the Dean's office of teaching evaluations for each semester is to be provided.

- c. All Faculty who are full professors have the option to evaluate anyone being promoted to full professor. All Full 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 Full 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 provided by the Department Chairperson, using the standard form supplied by the University Rank and Tenure Committee.

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’s Rank and Tenure Committee will invite the nominated scholars to write an evaluation of the candidate’s Curriculum Vitae and copies of scholarship activities. The outside evaluations should reach the Cook School’s Rank and Tenure Committee in good time to allow all committee members the opportunity to review them, 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’s Rank and 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’s Rank and Tenure Committee.

4. 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 Cook School's Rank and Tenure Committee the completed packet of information described in the documentation sections of the policy statement "Requirements for Promotion to Full Professor and/or Tenure" (May 2001). This packet will be maintained in the Dean's office.

During the first full month of the semester, the Cook School's 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's Rank and Tenure Committee.

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

5. Formal Application for Tenure and/or Promotion to Full Professor: Final Evaluation Criteria

The Cook School's Rank and Tenure Committee will consider a candidate favorably for tenure and/or promotion to Full Professor *only* if he/she:

- (i) Meets the standards for teaching, scholarship and service described above, **and**
- (ii) Is rated by the Committee to be "excellent" in **two** categories and "**good**" in the third category (from among teaching or scholarship or service), according to the Cook School's Rank and Tenure Committee's specified standards.