JOHN COOK SCHOOL OF BUSINESS
SAINT LOUIS UNIVERSITY

MID-TERM REVIEW PROCEDURE

1) The faculty member should meet with their departmental chairperson to discuss their strengths and weaknesses regarding advancement in rank and the awarding of academic tenure.

2) The packet must contain the following information:

   a) A statement of your teaching philosophy,
   b) A statement describing your teaching methodology, activities, awards, etc.,
   c) An updated vita which includes all publications (with dates and page numbers),
   d) Copies of summary sheets from CSB Course/Instructor Evaluations for each semester taught. Copies of any other teaching evaluations from prior institutions should be submitted if available,
   e) Any other supporting documentation you may wish included, and
   f) Original copies of all research and publication materials you want to be reviewed. (These publications will be returned to the candidate at the conclusion of the process.)

3) Faculty being reviewed at midterm will automatically be evaluated by all of the tenured members of their department.

4) The candidate may also submit in his/her packet any other written evaluations from colleagues, students, friends, etc.

5) After all of the evaluations have been received, the CSB Rank & Tenure Committee will meet to review the packet and forward its recommendations to the Dean.