

**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.