

SAINT LOUIS UNIVERSITY
John Cook School of Business

Norms for Appointment and Advancement/Promotion
For
Non-Tenure Track Faculty

May 2006

John Cook School of Business
Norms for Appointment and Advancement/Promotion
for
Non-Tenure Track Faculty
(*Passed by the Faculty Assembly-5/15/06*)

❑ **Responsibilities/Duties:** Teaching/Advising, University and Community Service, and Professional Currency.

❑ **Advancement/Promotion Standards:**

- **Teaching/Advising:** Evidence of efforts to achieve excellence in teaching would include, but is not limited to, a clear demonstration of teaching effectiveness through classroom involvement that conveys enthusiasm for learning, stimulation of intellectual inquiry, encouragement of independent and critical thinking, pedagogical innovation, and currency of knowledge. Pedagogical materials would be expected to reflect careful planning, organization, and thoroughness. Efforts to achieve excellence in advising would be evidenced by a dedication to serving and helping students through advising, mentoring, and counseling.
- **University and Community Service:** Service is an essential ingredient to a collegial and intellectual atmosphere. Evidence of efforts to achieve excellence in service would include active participation in and the sharing of responsibilities through Department, School, and University committee and service activities. It may also include, but is not limited to, service to the community as well as to the profession of one's primary career path through participation in activities that are appropriate to the mission of the University.
- **Professional Currency:** Evidence of efforts to achieve excellence in professional currency involves activities that provide the Department, School, or University with significant connections to, and visibility within, the professional and/or business communities. This would include those activities that merit substantial attention in the field through participation in significant problem analysis, special projects, training of practitioners, and assistance to professional organizations. It may also include, but is not limited to, continuing substantive professional development; research and external publication of books, review articles, course syllabi, or position and editorial papers; or the organization and/or implementation of a substantial and innovative course structure.

□ **Ranks:**

- **Instructor:** to be considered for a full-time appointment, an individual should ordinarily possess, at minimum, the master's degree or equivalent in the appropriate field, or in certain fields, the appropriate professional degree or certification.
- **Assistant Professor (Non-Tenure Track):** to be considered for a full-time initial appointment, an individual must satisfy the requirements of the lower rank and show evidence of competence in some combination of the School's standards for teaching/advising, service, and professional currency. For promotion to the rank of Assistant Professor (Non-Tenure Track), an individual must satisfy the requirements of the lower rank and demonstrate competence in some combination of the School's standards for teaching/advising, service, and professional currency. Additionally, for promotion to the rank of Assistant Professor (*Non-Tenure Track*), normally an individual must have served a minimum of 3 years at the rank of Instructor at the John Cook School of Business at Saint Louis University and merit being ranked as **excellent** in **Teaching/Advising** and at least **good** in **Professional Currency** and **Service**. Any credit for prior service at another institution of equal standing must be agreed to in writing by the Dean.
- **Associate Professor (Non-Tenure Track):** to be considered for promotion to the rank of Associate Professor (Non-Tenure Track), an individual must satisfy the requirements of the lower rank and demonstrate a high degree of competence in some combination of the School's standards for teaching/advising, service, and professional currency. Additionally, an individual must have served a minimum of 5 years at the rank of Assistant Professor (*Non-Tenure Track*) at the John Cook School of Business at Saint Louis University and merit being ranked as **excellent** in **Teaching/Advising** and **Professional Currency** and at least **good** in **Service**. Any credit for prior service at another institution of equal standing must be agreed to in writing by the Dean.
- **Full Professor (Non-Tenure Track):** to be considered for promotion to the rank of Full Professor (Non-Tenure Track), an individual must satisfy the requirements of the lower rank, possess the terminal degree ordinarily required for the particular field or discipline, show strong evidence of recognition and leadership as an authority and/or leader in their field of endeavor, and demonstrate continuing productivity. Additionally, an individual must have served a minimum of 5 years at the rank of Associate Professor (*Non-Tenure Track*) at the John Cook School of Business at Saint Louis University and merit being ranked as **excellent** in **Teaching/Advising** and **Professional Currency**, and at least **good** in **Service**. Any credit for prior service at another institution of equal standing must be agreed to in writing by the Dean.

□ **Documentation:**

• **Teaching**

◇ The following items must be submitted as **documentary evidence of teaching ability and accomplishments:**

- A statement of teaching philosophy by the candidate.
- A statement from the candidate describing teaching methodology, activities, awards, etc.
- 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 up to the time of the application for promotion. 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.

◇ 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.

• **Professional Currency**

◇ **Evidence of professional activity** is required. This would include those activities that merit substantial attention in the field through participation in significant problem analysis, special projects, training of practitioners, and assistance to professional organizations. It may also include, but is not limited to, continuing substantive professional development; research and external publication of books, review articles, course syllabi, or position and editorial papers; or the organization and/or implementation of a substantial and innovative course structure.

◇ The following standards will be used by the Cook School Rank and Tenure Committee in **evaluating the candidate's achievements in the area of professional currency:**

- Evidence of continuing professional activity and achievement is required.
- Activities must meet the standards set by the candidate's department and Saint Louis University as well as the applicable standards, as established and defined by the AACSB (American Assembly of Collegiate Schools of Business).

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