

**COOK SCHOOL OF BUSINESS  
SAINT LOUIS UNIVERSITY**

**OUTLINE OF THE CSB NON-TENURE TRACK PROMOTION  
PROCESS**

- 1) After notifying the Departmental Chairperson of their intentions, the Faculty Member and the Chairperson should thoroughly review the Faculty Member's strengths and weaknesses for promotion in rank.
- 2) The Chairperson should then discuss the Faculty Member's strengths and weaknesses for candidacy with the Dean and present an informal summary of their meeting with the Faculty Member.
- 3) The Faculty Member should subsequently have a similar conversation with the Dean. Prior to the meeting, a current vita should be forwarded to the Dean for review. Following the meeting both the Chairperson and the Dean will separately indicate their position to the Faculty Member.
- 4) After meeting with the Chairperson and Dean, the Faculty Member may or may not decide to continue their candidacy.
- 5) If the Faculty Member elects to continue his/her candidacy, he/she must submit a formal letter of application to the Dean with a copy forwarded to the departmental Chairperson, which thoroughly covers the areas under review and why the promotion in rank is warranted at this time. The CSB Rank and Tenure Committee has set the deadline for submitting the following information to the Dean as that date established and communicated by memo of the Office of the Dean. The original packet must contain the following information:
  - a) A formal letter of application addressed to the Dean with a copy forwarded to the departmental Chairperson,
  - b) A statement of teaching philosophy,
  - c) A statement describing teaching methodology, activities, awards, etc.,
  - d) An updated vita which includes all participation and achievements in the area of professional currency and service activity,
  - e) 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,
  - f) Any other supporting documentation you may wish included, and
  - g) Copies of all evidence and materials regarding professional currency and service activities you may want to be reviewed should be submitted. Any original documents will be returned to the candidate at the conclusion of the process.

Fourteen additional packets (15 total) of items *a)* through *f)* must also be submitted. The packets should be stapled and/or binder clipped according to the criteria the information supports (as opposed to GBC binding or binders). Additionally, three (3) copies of any materials you want the outside evaluators to review along with three (3) copies of your curriculum vita should be submitted separately.

- 6) According to CSB guidelines, faculty being reviewed for the awarding of Non-Tenure Track promotion will automatically be evaluated by all of the tenured members of their department. Faculty seeking promotion to full professor will automatically be evaluated by all full professors in their department.
- 7) Copies of all course/instructor evaluation materials will be made available for review by the Dean's Office to evaluators if needed.
- 8) Faculty candidates are required to submit to their Departmental Chairperson three (3) names of recognized industry, government, and/or academic professionals from the same and/or a related discipline who are outside of Saint Louis University, and who have indicated they are willing to serve as outside evaluators. The Departmental Chairperson will then submit these names along with their title designation, address, phone number and e-mail address to the Dean's Office. The outside evaluator will be asked to write an evaluation of the candidate's curriculum vita and professional activities. The outside evaluator will also be asked to submit evidence of his/her own professional qualifications. The Rank and Tenure Committee will need a minimum of two responses to proceed with review of the candidate. The outside evaluations should be returned to the Dean's office by the date established and communicated by memo of the Office of the Dean. Letters to all outside references will be co-signed by the Chair of the CSB Rank and Tenure Committee and the Dean, and will be processed through the Dean's office.
- 9) The candidate may also submit in his/her packet any other written evaluations from colleagues, students, friends, etc.
- 10) After all of the evaluations have been received, the CSB Rank and Tenure Committee will meet to review the packet, and cast their vote. The Committee will then communicate the Committee recommendation and vote in letter form to the Dean. The letter will include the vote count; the number yes, no and any abstentions.
- 11) The Dean will forward the letter from the CSB Rank and Tenure Committee to the University Committee on Academic Rank and Tenure along with all supporting materials, including his or her own separate recommendations.
- 12) The results of the University Committee's evaluation are communicated to the Vice President, Frost Campus.

13) The final decision rests with the Vice President, Frost Campus, who will normally complete the consideration of applications for advancement by April 15. With the authorization of the President of the University, the VP Frost Campus then informs the candidate of the University's decision in a letter sent to the home address.

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