

**COOK SCHOOL OF BUSINESS
SAINT LOUIS UNIVERSITY**

OUTLINE OF THE CSB RANK AND TENURE 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 or the awarding of academic tenure.
- 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 and/or tenure is warranted at this time. The CSB Rank and Tenure Committee have set the deadline for submitting the following information to the Dean as August 31. 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 publications (with dates and page numbers),
 - 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) Original copies of all research and publication materials you want to be reviewed should be submitted. The original publications 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 (no need to copy research). The packets should be stapled and/or binder clipped according to the criteria the information supports (as opposed to GBC binding or binders). Additionally, five (5) copies of the three (3) articles you want the outside evaluators to review along with five (5) copies of your curriculum vita should be submitted separately.

- 6) According to CSB guidelines, faculty being reviewed for the awarding of tenure 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. In addition, all CSB full professors will be invited to comment on the candidates applying for full professor.

- 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 five (5) names of nationally recognized scholars from the same 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 rank, address, phone number and email address to the Dean's Office. The outside evaluator will be asked to write an evaluation of the candidate's curriculum vita and scholarship activities. The outside evaluator will also be asked to submit a copy of his/her own vita. The Rank and Tenure Committee will need a minimum of three responses to proceed with review of the candidate. The outside evaluations should be returned to the Dean's office by September 30th. 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 (with a copy to the applicant). 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. For members of the Graduate Faculty, the separate recommendations by the Graduate Dean will also be forwarded to the University Committee on Academic Rank and Tenure.
- 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.

**JOHN COOK SCHOOL OF BUSINESS
SAINT LOUIS UNIVERSITY**

**CALENDAR OF DEADLINES FOR SUBMISSION AND HANDLING OF
APPLICATIONS FOR RANK AND TENURE DECISIONS**

August 15

Candidates must indicate their intention to seek promotion and/or tenure to their Department Chair.

August 31

Faculty packets containing all relevant personal documentation must be submitted to the Dean of the John Cook School of Business. The packets should be stapled, paper clipped or binder clipped only (not spiral bound or 3-ring bound) Research material, however, may be in a 3-ring binder or spiral bound.

September 5

Letters to outside reviewers, together with a copy of each candidate's curriculum vitae and copies of published research, will be mailed out from the Dean's Office requesting an evaluation of the candidate's achievements and potential.

September 30

Each candidate should ensure that his/her outside reviewer has responded by this date and that the review letter has been placed in the appropriate packet in the Dean's Office.

October 15

Each candidate's packet will be made available for review by the Chair and the tenured faculty of each candidate's department. Those applying for full professor will have their packets made available to all CSB full professors as well¹.

October 31

Colleague evaluations need to be submitted to the Dean's Office.

November 1

All documentation pertaining to an individual candidate's application for promotion and/or tenure will be made available to members of the Cook School of Business Rank and Tenure Committee members, for review in the Dean's Office.

¹ Change approved at May 1, 2002 Faculty Assembly.