

College of Arts and Sciences
DEPARTMENT OF LANGUAGES, LITERATURES, AND CULTURES
Rank and Tenure Procedures and Criteria

I. Procedures

Evaluation of Application for Promotion and/or Tenure and the Third-Year Review

The present document presupposes the criteria and provisions contained both in The Faculty Manual of Saint Louis University and in the Arts and Sciences College Policy Binder.

A. In consultation with the candidate, the Department Chairperson shall appoint the first semester for each new faculty member a Mentoring Committee of at least three persons, one of whom will serve as Chair of the committee, to advise formally and to assist faculty in fulfilling the requirements for Third Year Review, tenure and/or promotion.

% 7KH 0HQWRULQJ & RPPLWWHH UHYLHZV WKH FDQGLGDWHV according to the following calendar:

1. The first review occurs 15 to 18 months after the candidate begins service in the Department. A copy of WKH & RPPLWWHH UHSRUW LV VHQW WR Chair of the Department.

2. The Third < HDU 5HYLHZ LV GRQH GXULQJ WKH ILIWK VHPHV FRS\ RI WKH & RPPLWWHH UHSRUW LV VHQW WR WKH PXVW LQFOXGH WKH & RPPLWWHH UHSRUW LQ WKH RY performance, which is submitted to the Dean.

7KH ODVW UHYLHZ SULRU WR WKH FDQGLGDWHV DSS ò \HDUV DIWHU employment as on the date of the first review (see above, # D FRS\ RI WKH & RPPLWWHH UHSRUW LV VHQW WR Chair.

4. Each Associate Professor will set up a mentoring committee in view of his or her promotion to Professor, in order to help identify appropriate career goals in the areas of teaching, mentoring, service, research and publication. This mentoring committee would be comprised of 2 to 3 Professors, and could also include external members, such as recogQLJHG VFKRODUV LQ WKH SHUVRQV ILHOG 8QOLNH faculty, these committees would be non-evaluative and solely advisory.

5. When an Associate Professor officially starts the process of promotion to Professor, he or she will submit a draft of his or her dossier to the mentoring committee prior to the formal application. This draft will be submitted by March 1st. The committee can then PDNH FRQVWUXFWLYH VXJJHVWLRQV DERXW KRZ EHVW

C. The Department takes the position that a tenure track employee must have a minimum of 10 years of experience in the field of study to be eligible for promotion to the rank of Associate Professor. The Department also takes the position that a tenure track employee must have a minimum of 10 years of experience in the field of study to be eligible for promotion to the rank of Professor.

activities in the classroom and with regard to research and service should be consonant with the description of the responsibilities of the position for which the candidate was hired, or as these responsibilities are altered, following consultation with the Department Chairperson and the pertinent Language Division(s). Changes in responsibilities of a given faculty member will be recorded in her or his personnel file with a copy to the Dean. Any such changes will be communicated to the Mentoring Committee assigned to the faculty member. At the time of the Third-Year Review and the tenure and/or promotion decision, the Chair will include a notation of them among the materials forwarded to the College and University Rank and Tenure Committees.

1. The Chair will select three evaluators to be sent by the Chair to three scholars of established reputation nationwide. These scholars cannot be from Saint Louis University or from the institution at which the candidate was awarded the doctoral degree. The three evaluators are to be chosen as follows: a. the Candidate submits the names of at least three scholars; b. the Chair and the Mentoring Committee submit the names of at least three scholars and their affiliation who are acceptable to the Candidate; c. from the three names submitted by the Candidate, the chair chooses one; and from the pool submitted by the colleagues, the Chair chooses two. The names of the three scholars chosen to serve as evaluators are to remain unknown to the Candidate.

2. The Chair will select a Rank and Tenure Committee on Rank and Tenure. The Chair will select a Rank and Tenure Committee on Rank and Tenure, and Sabbatical Committee along with the other materials to be submitted to the Rank and Tenure Committee.

F. The faculty eligible to vote on a particular candidate meet, discuss the case, and vote by secret ballot. Participation in the vote is an obligation, as stated in the Arts and Sciences College Policy Binl BT s.024 391.75 Tm [(C)-2(ol0)-3(ot. P)-.Y95[s C6(l)4(f)4(rx0 1 tenuC)-2(4 391)] TJ 3(c)-

II. Criteria for Tenure Track Appointments

Ordinarily, the candidate should have five scholarly or pedagogical articles or book chapters, or one monograph. The articles may be in electronic format. All publications should have appeared in well-regarded, refereed journals or reputable presses. Though numerical standard of five articles or book chapters or a monograph may be reached in other ways as indicated below. Evaluation in such instances will depend on the extent and significance of the research and scholarship contained in the publication. Critical editions, annotated translations and edited volumes are considered scholarly work, and each will be evaluated on its case.

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other senior faculty.

B. Academic Mentoring

Faculty are required to participate in the mentoring of students preparing majors, minors and certificate programs within the Department. The provision of accurate and appropriate information regarding the successful completion of requirements is considered a serious obligation of all faculty. The number of students one mentors is determined by the policies of the respective Language Division. Faculty are also expected to be available for general counseling regarding career opportunities, particularly as these involve language study. Accessibility to faculty by students has been a hallmark of the Department.

C. Service

In addition to the responsibilities spoken of above, all faculty are expected to provide service to their Language Division, and as opportunities arise, to the Department, College and University. 6HUYLFH WR SURIHVVLRQDO RUJDQLJDWLRQV RU WR WKH F
academic expertise and the mission of the institution will also be acknowledged. Service FRPPLWPHQWV DUH WR EH XQGHUDNHQJLQJFRUWHXOWDWLR
and with the approval of the Department Chairperson. There should be a balance among the various responsibilities held by faculty during a given semester or academic year. Participation in scholarly endeavors and professional activities is important in promoting innovative teaching.

D. Research and Scholarship

Although published research is not required of non-tenure track positions, it will nonetheless enhance the candidate's dossier. 6 LGDWH V GRVVLHU IRU SURPRWLRQ

VII. Criteria for Promotion to Non-tenure Track Professor

For promotion to the rank of Non-tenure Track Professor, the candidate must continue to display the qualities required of a Non-tenure Track Associate Professor as articulated above. In addition, the candidate must give evidence of staying abreast of new research and developments in one's field, which often leads to the use of new materials. Funded grants in the area of foreign language pedagogy, and participation in scholarly endeavors and professional activities enrich and promote innovative teaching. Although published research is not required of non-tenure track positions, it will nonetheless enhance the candidate's dossier for promotion.