

**College of Arts and Sciences  
Women's and Gender Studies Department**

**Rank and Tenure and Review Procedures and Criteria  
Approved by CAS Rank and Tenure Committee: 28 April 2020**

**I. PROCEDURE**

**A. Promotion and Tenure**

**Evaluation of Application for Promotion and Tenure**

Faculty in the Department of Women's and Gender Studies are evaluated for promotion and tenure using the procedures described in *The Faculty Manual of Saint Louis University* and the College of Arts and Sciences Rank and Tenure Procedures. The procedures stated below apply to faculty with either a full-time appointment in the Department or a joint appointment in which the Department is the tenure home. They address pertinent matters not covered or fully specified in these university and college documents; these latter documents have precedence over Department procedures in case of conflict.

**Candidate Part of the Dossier**

Tenure and promotion candidates will prepare a "candidate statement" as the first substantive part of their dossier. The candidate may characterize their general approach to various elements of the dossier: teaching, advising, research, and service in the Department, to the College, to the University, and to the profession.

**Time Guidelines**

December 1: Candidates will indicate in writing to the Chair their intention to apply for tenure and promotion the following fall.

January 15: Candidates will present to the Chair a list of up to ten names of prospective evaluators. The candidate will also submit the names of any potential evaluators with whom the candidate has a possible conflict of interest and who therefore would not be appropriate evaluators.

January 30: The Chair will independently compile a list of up to ten potential evaluators, soliciting names from colleagues as needed.

February 15: The Chair will merge the two lists, selecting at least two names from the list compiled by the candidate, for a total of seven names. From this list, the Chair will successfully solicit agreement from at least three people to serve as outside evaluators. The candidate will not know who is selected, as the reviews are conducted with confidentiality.

May 15: The candidate will provide the Chair with a curriculum vita, their candidate statement, copies of all published materials allowed within the negotiations at the time of

hire, and all material with a scheduled publication date. The Chair will then send this compiled material, along with the Department's tenure and promotion guidelines, to the outside evaluators for review.

September 1: The candidate will submit the dossier, containing material and adhering to the outline specified by the CAS Rank and Tenure Procedures. Also by September 1, the Chair will have solicited and received letters from two undergraduate students (one from a list provided by the candidate and the second chosen by the Chair); two current or recently graduated graduate students (one from a list provided by the candidate and the second chosen by the Chair), if the candidate has worked with graduate students; and two colleagues associated with the Department (one selected by the candidate and the second chosen by the Chair).

### **Department Rank and Tenure Evaluation Committees**

The Department Rank and Tenure Committee will include all tenured primary and joint appointed faculty with the rank of professor (in the case of a candidate for promotion to professor), or all tenured primary and joint appointed associate and full professors (in the case of a candidate for promotion to associate professor with tenure). If necessary to provide a committee of five members, additional faculty with secondary appointments will be selected by the Chair in consultation with the CAS Dean. In the case of joint appointments, at least one member of the committee should be from the candidate's second appointment, if possible. The Department Chair is to preside over Committee meetings, but is not a member and will not have vote.

### **Rank and Tenure Committee Process**

Participation in tenure and promotion discussion and voting is a serious obligation from which a faculty member is not lightly excused. All members of the committee will be invited to state their views individually on the applicant's candidacy. Sufficient time will then be allotted for general discussion. Following these statements and discussion, the Chair will state their own views on the applicant's candidacy.

A vote will be taken by secret ballot. The Chair will count the ballots, assisted by two colleagues, and declare the results.

Following this meeting a senior member of the committee in the majority will summarize in writing the nature of the discussion at the meeting. This will be circulated among the meeting participants to ensure the accuracy of the summary. Final responsibility for this summary, however, rests with this senior member who will also circulate the final version.

### **Chair Responsibilities:**

- The Chair will inform the candidate of the result in general terms. They will not communicate to the candidate the actual count of the vote. In cases of a negative vote, the candidate may choose to withdraw or to have the dossier go forward.

- The Chair will write a separate confidential recommendation on the applicant's candidacy to the Dean of the College of Arts and Sciences.
- The Chair will forward the candidate's dossier, replete with all letters, the vote, and summary of the committee meeting, to the Dean of the College of Arts and Sciences by October 1.

**B. Review of Progress of Untenured Faculty:**

An important duty of the Department Chair is to look after the best interests of the Department's untenured faculty. The Chair should make sure that the untenured faculty member is aware of what is expected of them as a member of the profession and as a faculty member at Saint Louis University in the three essential areas of teaching, scholarship, and service. The Chair should be sure that the untenured faculty member is familiar with the tenure requirements and process at Saint Louis University. The Chair should assist and encourage an untenured faculty member to overcome any deficiencies in their work. At the onset of the untenured faculty member's first semester, and with the agreement of the candidate, the Chair will select a more senior departmental colleague to mentor the untenured faculty member.

In their third year in the Department, untenured faculty members will be formally evaluated by a review of progress committee. The three members of this committee will be selected by the Chair from those eligible to serve on a rank and tenure committee, as specified above, with teaching and research interests close to those of the candidate. The committee chooses its chair. By the end of the first semester of that year, the non-tenured faculty will present to the Chair:

- A curriculum vita;
- Copies of publications and other scholarly materials;
- A list of fellowships and awards;
- Evidence of teaching



Women's and Gender Studies candidates for tenure and promotion must provide high-quality mentoring to their students. They must demonstrate a reasonable knowledge of the policies and procedures of the Department that apply to mentoring of both undergraduate and graduate students. In no particular order, mentoring effectiveness will be evaluated by a number of factors, including:

- The number of students mentored;
- Mentoring efforts for students from traditionally underrepresented groups;
- Quality of student portfolios (in the case of majors);
- Support for students applying for internships, jobs, graduate school admission or scholarships;
- Encouragement and assistance for students presenting work at conferences;
- Sample letters from previous students;
- Involvement with campus organizations;
- Presence on student committees; and
- Other assistance to students in obtaining opportunities for academic or professional growth and success.

**Scholarship:** Criteria for excellent scholarly achievement in the field of Women's and Gender Studies include substantial accomplishment and a strong ongoing research program. Due to the interdisciplinary nature of Women's and Gender Studies, journals and other venues in Women's and Gender Studies, in closely related fields, and with another interdisciplinary focus, are treated equally. While the following list offers guidelines in rough order of recognition of achievement, it may require adjustment to do justice to a candidate's area of expertise:

- Authorship of a peer-reviewed book by an academic or reputable commercial press;
- Co-authorship of same, which may count differently depending upon document

provide documentation of degree of participation; these may count differently depending on degree of contribution.

Though there may be some variance based on such factors as the disciplinary background

professor. An influential body of research, a high level of professional leadership, and a national or international reputation in one's research areas or specialties can all be considered as evidence of research excellence.

**Teaching:** Teaching will continue to be evaluated according to the criteria listed above for promotion to associate professor. A faculty member is expected to keep up with developments in their field. Normally, this is demonstrated in the documented efficacy of one's teaching. Activities should broaden over time, as manifested in a willingness to shape new courses and to assimilate new theoretical constructs which might be relevant to the faculty member's area of research.

**Service:** More responsible roles are encouraged for more senior faculty members. In addition to these accomplishments, the Department expects evidence of an ability and willingness to mentor junior faculty effectively.

### **C. For Granting of Emeritus/a Status:**

Faculty with the rank of Full Professor and Associate Professor may request the status of emeritus based on ten years of service, significant contributions to the Department during their service at Saint Louis University, and plans to remain professionally active following resignation from employment at SLU. The service period may include periods while holding joint and secondary appointments. The Department, by majority vote of the faculty of the Women's and Gender Studies Advisory Board (an advisory body comprised primarily of invited affiliated faculty from various departments and including all WGS faculty), may recommend in a letter to the Dean that this be granted.