College of Arts and Sciences  
DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS  
Rank and Tenure Procedures and Criteria  
Revised -- 2014

Contributions to Mission

The unique contributions of the Department of Communication Sciences and Disorders to the overall mission of the university lie in the combination of its academic and clinical talents. Teaching is not limited to the classroom but extends to the clinic and community. Service goes beyond the usually accepted contributions to the Department, School, and University, and includes the provision of diagnostic and therapeutic services to people of all economic levels and cultural and linguistic groups throughout the community. Research is not limited to basic research in the laboratory, but includes translational and clinically applicable research.

In collaboration between the Chair and the faculty member, the goals for each faculty member should be established and used as part of the annual evaluation process, with the purpose being to maximize the faculty member’s performance and to help prepare him/her for promotion.

I. Procedure

Evaluation of Application for Promotion and Tenure

Faculty members in the Department of Communication Sciences and Disorders are evaluated for promotion and tenure using the procedures described in The Faculty Manual of Saint Louis University (2008).

The Chair of the Department is responsible for helping each candidate assemble a dossier for the rank and/or tenure decision. As part of this procedure, the Chair works with the candidate to create a list of potential outside evaluators. The Chair solicits letters from three evaluators on this list, in accordance with the Arts and Sciences’ guidelines.

A. Once the dossier is assembled, the Chair selects a tenured faculty member to chair and convene a meeting with the tenured faculty of the Department to review and vote on the candidate’s dossier.
B. Following the vote, the tenure and promotion chair summarizes the discussion and vote in writing to the Chair of the Department.
C. The Chair adds his/her vote (if applicable) to the total vote and to the dossier, and communicates the tenured faculty’s recommendation to the candidate.
D. In the event of a negative vote, the candidate may withdraw the application at this time as specified in the College Policy Binder and University Faculty Manual.
E. The Department Chair will write a summary of the discussion based on her or his notes and the notes of the designated tenure and promotion chair. The summary should be available for a reasonable period of time for review and correction by all tenure-track faculty members, and must be reviewed by those who took notes. The candidate may also review this summary.
F. The Chair’s summary and the candidate’s response, if any, are included with the dossier that is forwarded to the Office of the Dean.
G. Outside Evaluators
   Included in the evaluation of the candidate and in the materials submitted to the Office of the Dean are letters from outside evaluators. Letters are obtained from (not less than) three outside evaluators, all of whom are recognized scholars in the candidate’s field. These evaluators primarily evaluate the candidate’s research and professional reputation and accomplishments, but may also add any other relevant information.

II. Criteria

These criteria supplement those in The Faculty Manual of Saint Louis University. The Department evaluates faculty in all areas required by the College and University, but it primarily evaluates teaching and research. A candidate should satisfy the criteria in each of the areas of teaching and research. However, a person may be promoted if he or she falls slightly below expectations in one of the two areas of teaching or research, but makes up for this by an outstanding record in the other area.
Criteria for Promotion to Associate Professor with Tenure

Teaching

The candidate should receive consistently positive student evaluations. A minimum course evaluation of 3.5 (-5 rank scale) should be met. Teaching can take different forms and thus each faculty member will probably participate in different ways. Collaborative/joint academic efforts within the department and with other departments of the University and other universities are viewed positively and add to the evaluation of teaching. Teaching excellence may be demonstrated in the following ways:

a. Student course evaluations
b. Course innovation and development
c. Supervision or clinical instruction in provision of clinical service
d. Establishment of new clinical sites and programs for student training
e. Instruction and/or consultation with other professionals
f. Honors and/or awards for teaching (not a necessary criterion)

Research

• Candidates should be involved in research. For tenure and promotion to associate professor, the research should have the promise of leading to a significant contribution to the discipline of communication sciences and disorders. Work that is reviewed and/or refereed is expected and valued. Although the quality of work is valued more than quantity, the minimal expectation is 5 publications by the time of application.

• Candidates are also expected to demonstrate excellence in other areas from, but not limited to those listed below:
  a. Publications of diagnostic tests, book chapters, and/or invited publications
  b. Non-refereed publications, including but not limited to: review articles, edited publications
c. Honors or awards of a professional, clinical, teaching, or research nature.
d. External favorable evaluation of scholarship through grant review and submission of grants.
e. Appointment as an external reviewer for professional or scholarly activities.
f. Publication in conference proceedings
g. Peer-reviewed presentations at national conferences/conventions, including but not limited to the following: short course, mini-seminar, and technical sessions. Poster sessions, panel membership and state convention/conference presentations will also be considered in conjunction with any of the presentation types mentioned previously in this section.
h. Invited presentations to national, state, and/or local professional organizations and educational institutions.
i. Creative efforts, including but not limited to the following: development of therapeutic materials/equipment/devices, educational displays, edited production of video-taped educational materials, and computer programs.

Grants, Funding, and Contracts

The candidate must demonstrate efforts to secure external funding through single or collaborative efforts. These efforts can be in a variety of forms not limited to grants, contracts, and special projects that the candidate may have secured for support of clinical activities and/or student training. The candidate will be compliant with guidelines set at the University.

Advising

The candidate should serve as an advisor to an appropriate number of undergraduate and graduate students as determined by the Chair. Advising may include serving on a thesis and/or dissertation committee and mentoring in the development of ethical and professional responsibilities. Mentoring of students may also cross disciplines and could include preparation of professional presentations, publications, and research.
**Service**

All faculty serve on departmental committees. For promotion to associate professor, the Department expects some service at the Department, College, University, or professional level. The candidate may represent the Department and the profession through provision of in-service education, community lay education, and/or clinical services through the establishment of clinics, community screening programs, and liaison with other professionals in the community.

The Department expects candidates to receive positive statements from colleagues concerning collegiality both in the written evaluations and during the tenure/promotion discussions. Positive ratings of collegiality reflect the faculty member’s ability to work cooperatively with colleagues in pursuing the business and objectives of the Department, College, and University.

**Criteria for Promotion to Professor**

A distinguishing quality for promotion to professor is that the faculty member should have realized the promise of a significant research and scholarly contribution to the discipline of Communication Sciences and Disorders. This should be evidenced in a) a general recognition within the scientific/scholarly community in the individual’s area of inquiry that can be documented through external letters, publication citations, and/or other means, and b) a record of significant scholarly accomplishments appropriate to the individual’s field. Typically, the latter criterion will involve publications in the form of articles in appropriate refereed journals, chapters in scholarly edited volumes, and/or academic books. Research grants, editorial appointments and activities, and presentations at major national and international conferences will be considered as well. Owing to necessary differences in the form of scientific inquiry and the resources necessary for it, what constitutes a strong record of research and scholarship varies across speech language pathology. Accordingly, different combinations of research contributions may have merit. Specifically, a professor is expected to be in the top tier of his or her field of expertise, with at least national, if not international recognition as such.

In addition to a strong record of research, the Department expects continued outstanding performance in teaching, including advisement and mentoring as relevant to the faculty member's teaching roles.

The faculty member should maintain a satisfactory record of service at the department, college, and university levels, and continued positive evaluations of collegiality.

The candidate for Professor may submit documents of his/her achievements after 5 years of service as an Associate Professor. Evidence that the candidate has achieved such national recognition must come from 3 external reviews chosen by the candidate and department chair.