I. PROCEDURE
Evaluation of Application for Promotion and Tenure

Faculty in the Department of Mathematics and Mathematical Computer Science 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 in section II.A.6 of the College Policy Binder.

In the Department of Mathematics and Mathematical Computer Science, the procedures are as follows:

- **Candidate’s Responsibilities**
  The candidate for promotion and/or tenure should inform the Chair by April 1 that the candidate intends to apply for promotion the following fall and should provide the Chair with a list of potential outside evaluators, a list of colleagues from which to choose colleague evaluators, and a list of students from which to choose student evaluators. If the candidate has any special concerns, the candidate should communicate these to the Chair. All this should be done by the end of May or another date set by the Chair. The candidate should submit the completed dossier by September 1. The candidate’s student evaluations (summarized in the dossier) and scholarly work should be included as appendices to the dossier. Candidates for promotion to associate professor should summarize all Saint Louis University student evaluations. Candidates for promotion to professor would ordinarily summarize the last five years of student evaluations.

- **Role of the Departmental Faculty**
  The role of the department faculty is given in section 4.2 of the College of Arts and Sciences Rank and Tenure Procedures.

- **The Chair’s Responsibilities**
  The Chair is responsible for administering the promotion and tenure process at the department level. The Chair is expected to exercise appropriate judgment in carrying out the process.

  The candidate submits names to be considered as outside evaluators. The Chair adds names to the list. At the Chair’s discretion, the Chair may consult appropriate faculty in selecting outside evaluators. After consultation with the candidate, the Chair decides what materials should be sent to each evaluator. Generally, the outside evaluators are sent a cover letter, a brief vita of the candidate, copies of the candidate’s recent publications, and a copy of the Department’s tenure and promotion criteria. The evaluators are asked to comment on the quality and significance of the candidate’s work.

  The candidate submits a varied list of students to fill out the student form (for example, majors and non-majors, students from introductory, advanced, and graduate courses, advisees as appropriate). The Chair makes a list of student evaluators. At the Chair’s discretion, the Chair may consult appropriate faculty in selecting student evaluators. The Chair chooses two students, one from the candidate’s list and one from the Chair’s list. To provide adequate coverage of the candidate’s work in teaching and advising, additional student letters may be solicited after consultation with the candidate.
The candidate submits a list of faculty (one or more) to fill out the colleague form. The Chair chooses one faculty member from the list and an additional faculty member. The Chair makes the candidate’s dossier (including appendices), the student letters, and the letters from outside evaluators available to those faculty who will vote on the candidate. The Chair presides over the faculty meeting to discuss and vote on the candidate, fills out the Chair’s form, and assembles the Department’s part of the dossier. The Chair participates in the vote.

**Mentoring and Evaluation of Untenured Faculty**

Each spring the Chair should ask each untenured faculty member to submit the candidate’s part of the dossier. The Chair distributes the dossier to the tenured faculty who then meet, discuss the untenured faculty member, and advise the Chair what to communicate verbally and in writing to the untenured faculty member concerning progress towards tenure. A copy of the written evaluation is kept on file and a copy is also sent to the Dean.

**II. CRITERIA**

Candidates for promotion and tenure in the College of Arts and Sciences are evaluated according to the criteria in *The Faculty Manual of Saint Louis University* as interpreted and applied to the College of Arts and Sciences in the *College Policy Binder*, section II.A.6. This document further interprets and applies those criteria to the Department of Mathematics and Mathematical Computer Science.

The criteria for promotion are in the areas of teaching, advising, scholarship and research, service, skill and knowledge of the field, and collegiality. Satisfactory performance is required in each area. Of these good teaching is the most important. It is absolutely essential. The second most important is scholarship and research. Each university professor must be a scholar.

**Criteria for Promotion to Associate Professor with Tenure**

- **Teaching**
  
  Faculty members seeking promotion and/or tenure should demonstrate success in teaching a variety of courses appropriate to their backgrounds and the needs of the Department.
  
  Curriculum development and the supervision of undergraduate research projects, master’s theses, and doctoral dissertations are considered contributions to teaching. Indicators of teaching quality may include (but are not necessarily limited to) the responses to quantitative and open-ended questions on student evaluation forms; peer evaluation by colleagues; sample teaching materials that the candidate may wish to submit; and the comments on the student, colleague, and chair forms.

- **Advising**
  
  Advising includes the formal and informal activity of providing academic, professional, and career advice to undergraduate and graduate students. Although supervision of undergraduate research projects, master’s theses, and doctoral dissertations is considered part of teaching, a faculty member who supervises work of this kind often plays a significant role as an advisor as well. Indicators of the quality of advising may include (but are not necessarily limited to) the number of advisees, the amount of time devoted to advising, letters from current and former advisees, and the comments made in the student, colleague, and chair forms.
• **Scholarship and Research**
  The candidate should have established an ongoing program of research of high quality and a reputation beyond the thesis. One way to satisfy this criterion would be to publish two or three papers (at least one of which is beyond the thesis) in well-regarded refereed journals. A publication rate of one paper in such journals every two years is acceptable for a research mathematician.

  The most important evidence of research quality is the publication of refereed books or of refereed papers in well-regarded journals. Instructional materials and pedagogical endeavors, normally considered evidence of teaching ability, may be considered only to the degree that they have national or international impact on the field. Secondary evidence of scholarship and research include presentations at professional meetings, presentations in seminars or colloquia, reviews, and other professional service activities. Other indicators include but are not necessarily limited to the letters from outside evaluators and the comments on the student, colleague, and chair forms.

• **Service**
  Service includes, but is not necessarily limited to, service on committees and task forces and undertaking administrative or other duties important to the Department, College, University, profession, or community (performed in a professional capacity).

• **Skill and Knowledge of the Field**
  In mathematics, skill and knowledge of the field are demonstrated primarily through successful teaching and research. Skill and knowledge of the field are also indicated by evidence of professional reputation. Such evidence may include but is not necessarily limited to invitations to address professional meetings, to review grant proposals, to referee papers, and to serve as a professional consultant; seminar presentations; and the comments on the student, colleague, and chair forms.

• **Collegiality**
  The candidate must be able to work constructively and professionally with others towards departmental, college, and university goals. Evidence of collegiality is provided by the comments on the student, colleague, and chair forms.

**Criteria for Promotion to Professor**

Promotion to the rank of professor ordinarily presupposes the qualifications for the rank of associate professor. In addition, candidates will be evaluated according to the following criteria:

• **Teaching**
  The candidate should show continued strong performance and growth in the area of teaching. The candidate is expected to remain up-to-date and be involved in appropriate curricular or pedagogical discussions.

• **Advising**
  The candidate should show continued strong performance in the area of advising.

• **Scholarship and Research**
  A publication rate of one paper in well-regarded refereed journals every two years is an acceptable rate for a research mathematician. A candidate who has maintained that rate would merit attention among recognized scholars in mathematics. A candidate should show evidence of a continuing strong research program.

• **Service**
  A tenured faculty member is expected to take a more active role in the governance of the Department, College, University, and profession.