The Department of Modern and Classical Languages is dedicated primarily to undergraduate instruction in the French, German, Hindi, Italian, Portuguese, Russian, Spanish, and Ancient Greek and Latin languages, literatures, and cultures. On the graduate level, the Department conducts Master of Arts programs in French and Spanish.

I. PROCEDURE
Evaluation of Application for Promotion and Tenure

The present document presupposes the criteria and provisions contained both in The Faculty Manual of Saint Louis University and in the College of Arts and Sciences Rank and Tenure Procedures. The contents of the aforementioned publications are applied below to candidates for tenure and promotion in the Department of Modern and Classical Languages. These procedures supplement those specified in the document College of Arts and Sciences Rank and Tenure Procedures in the College Policy Binder.

A. The Chair shall appoint for each non-tenured faculty member a mentoring committee of at least two, whom the Chair will join as an ex officio member.

B. The purpose and responsibility of the committee is to advise formally and to assist non-tenured faculty in fulfilling the requirements for tenure and promotion. The scope of the committee includes such things as the following:
   • Reviewing publication and research.
   • Suggesting strategies for identifying and organizing possible publication projects.
   • Helping arrange for colleague-review of materials to be sent out for possible publication.
   • Offering advice as to the placement of articles.
   • Recommending adjustments in the assignment of responsibilities.
   • Helping with the establishment of teaching portfolios.
   • Arranging for colleague visits to classes. (The chair of the mentoring committee will arrange for these visits. A short report will be written by the visiting faculty member.)
   • Making suggestions for the improvement of instruction.
   • Making suggestions for the more efficient use of class preparation time to save time for research.
   • Recommending appropriate service positions in the Department, College, and University and helping the candidate arrange for them.
   • Giving advice on a judicious balance among research, teaching, advising, and service.
   • Making an overall assessment of the candidate’s performance and achievement for the annual review. This assessment will be put in the form of a letter to the candidate.
- Making a recommendation to the non-tenured faculty member regarding the appropriate time to apply for tenure and promotion.
- The mentoring committee, as a committee, should set up at least one meeting per semester with the candidate. The candidate may decline such a meeting, but this must be done in writing.

C. When a candidate applies for promotion and tenure, the Department’s standing committee on rank and tenure appointed by the Chair but not including the Chair will submit its recommendations to the faculty who are to vote on the candidate’s application. The report will then be forwarded to the College Rank, Tenure, and Sabbatical Committee along with the other materials pertaining to the candidate’s case.

D. The candidate’s publications are to be sent by the Chair to three evaluators outside the University. The candidate submits more than two names, from which the Chair selects two. Colleagues also submit at least two names. The candidate has the right to reject these names. Once at least two names are established, the Chair selects one. The candidate is not to know the final list of reviewers.

E. The faculty eligible to vote on a particular candidate meet, discuss the case, and vote by secret ballot. The Chair presides at the meeting and votes if eligible by faculty status.

F. Although the exact numerical result of the departmental vote is forwarded to the College Rank, Tenure, and Sabbatical Committee, it is not to be revealed either to the candidate or to other members of the Department. The Chair and a witness acceptable to the voting members of the Department who observes the Chair’s count of the vote are the sole exceptions. The Chair announces to the Department whether or not the candidate’s application has been approved. In the case of approval, the Chair advises the candidate whether or not the vote makes it advisable to move forward with the application.

II. CRITERIA

For candidates from Modern and Classical Languages, among the categories of professional performance that form the basis of decisions about tenure and promotion, teaching receives the most weight. Next in order of importance come scholarship, academic advising, and service. In all of this a candidate must display a spirit of cooperation and professional collegiality. The Department takes the position that faculty scholarly activity, both in the classroom and in research and publication, should be consonant with the description of the responsibilities of the position for which the person was hired or as these responsibilities are altered, following consultation with the Department Chairperson. Changes in the instructional, research, or other responsibilities of a given faculty member will be recorded in the faculty member’s departmental personnel file. Any such changes will be communicated to the mentoring committee assigned to the faculty member during that person’s period of candidacy. At the time of the tenure and promotion decision, special responsibilities will be taken into account at the departmental level and the Chair will include a notation of them among the materials forwarded to the College and University Rank and Tenure Committees.

Criteria for Tenure and Promotion to Associate Professor
• **Teaching**

Faculty members are expected to demonstrate a high level of instructional competence and effective classroom performance, so as to meet the needs both of the students registered in general courses and of those majoring in a language. “Instructional competence” as understood here includes the capacity to design and implement new courses or to revise existing courses as required by developments in one’s field and by the changing needs of the Department.

Included here as well are the capacity and expertise to coordinate, train, and supervise teaching assistants and adjunct and part-time faculty. The evaluation of “effective classroom performance” will in large part be conducted by examination of the Department’s mandated student evaluations as well as by peer evaluation conducted through classroom visitations on the part of senior faculty.

• **Academic Advising**

Faculty are required to participate in the advising of students taking courses within the Department. The provision of accurate and appropriate information regarding the successful completion of a student’s chosen major, minor, certificate program, and related areas, according to college and departmental requirements, is considered a serious obligation of all faculty. The number of students one advises is determined by the policies set by 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 and is a policy that the Department will continue to maintain.

• **Scholarship**

To qualify for the rank of associate professor in the Department, the candidate should possess a personal dedication to research and scholarship consonant with a vigorous intellectual life. The primary benefit of said dedication will be the enhancement of instructional competence, as new insights and procedures and greater breadth and depth of scholarship are brought to bear in the classroom. In addition, one’s dedication to scholarship must be demonstrated by publications dealing with the discipline or disciplines that constitute the candidate’s areas of expertise, with pedagogy itself as a discipline, or with both of these areas.

Publications may include scholarly monographs, articles in scholarly journals, critical editions of texts, textbooks, and instructional and reference materials, including software and multi-media materials of professional quality. Evaluative reviews of books and other scholarly materials, translations of scholarly or creative works, and the production of creative literary pieces are also recognized as valuable contributions to one’s field.

Other demonstrations of scholarship include participation in regional, national and international conferences and success in securing grants. The Department recognizes that the dossiers of individual candidates will display varying combinations of the above-named elements of scholarship and professional involvement.

• **Skill and Knowledge of Field**

Please refer to the sections “Teaching” and “Scholarship.”
• **Service**

All faculty are expected to provide service to the Department, College, and University other than the types spoken of above. This will largely take the form of committee work of various sorts. Service to professional organizations or to the general public in accordance with the candidate’s academic expertise and the mission of the institution will also be acknowledged. Service commitments are to be undertaken only after consultation with the Department Chairperson, to ensure a prudent balance among the various responsibilities held by faculty during a given semester or academic year.

• **Collegiality**

The candidate must be able to work constructively with colleagues in the Department and College.

**Criteria for Promotion to Professor**

For promotion to the rank of professor, the candidate must continue to display the qualities required of an associate professor, as these are articulated by the Department. In addition, the candidate must give evidence of the following:

• One’s scholarship should be reflected in the classroom in a deepened mastery of one’s area or areas of expertise, and in continued efficacy in meeting the instructional goals of a given course. One is also expected to stay abreast of new research and developments in one’s field, which often includes the preparation and incorporation of new materials. The candidate must have established a record of significant and sustained publication of scholarly materials of various types, particularly monographs, articles in recognized refereed journals, or innovative pedagogical materials. Sheer quantity is not at issue; what is required is evidence of continuing active scholarship meriting the attention of established scholars in one’s field.

• The candidate should have continued to be fully engaged in the important areas of academic advising and mentoring, and should have been accessible to students for more general consultation as well.

• The candidate should have continued to render service to the institution and leadership within the profession in a manner appropriate to one’s overall experience and expertise.