College of Arts and Sciences  
DEPARTMENT OF POLITICAL SCIENCE  
Rank and Tenure Procedures

I. PROCEDURE  
Evaluation of Application for Promotion and Tenure

Faculty in the Department of Political 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. The further specified procedures stated below address pertinent matters not covered or adequately specified in these two documents.

- **Addition to Candidate Dossier**  
The Department requests that tenure and promotion candidates prepare a “candidate statement” as the first substantive part of his or her dossier. Such a statement is common in other institutions and is helpful both for department colleagues and outside evaluators.

- **Further Specifications for Outside Evaluations**  
The Department will rely on four outside evaluators, three chosen by the Chair from a list submitted by the candidate and one selected independently by the Chair. For this latter selection, the Chair will solicit suggestions from department colleagues.

- **Use of Department Evaluation Committees**  
Subject to the stipulations of section II.A.6, part 4.2 of the College Policy Binder, the Department will constitute itself as committees-of-the-whole for rank and tenure deliberations. That is, all faculty with the rank of professor shall serve on committees considering candidacies for promotion to professor, and all tenured faculty with the rank of professor or associate professor shall serve on committees considering candidacies for associate professors with tenure. For junior faculty mentoring and evaluations, however, the Department will form sub-committees in accordance with its statement on third-year review procedures.

- **Departmental Process**  
What follows are the detailing of specific procedures for the handling of the tenure and promotion process within the Department of Political Science beyond those described in the College Policy Binder, as required by section II.A.6, part 4 of this binder.

Meetings held to decide on rank and tenure applications will be presided over by the Chair, who, however, will not have a vote.

All tenured faculty appropriate to the level of the application for tenure and promotion will be present at this meeting (barring an unforeseen incapacitation or those on leave or sabbatical) and 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 his or her own views on the applicant’s candidacy.

A vote will be taken by secret ballot. The Chair will count the ballots, which will be checked by a colleague, and declare the results. The vote will be reported to the Dean. The Chair will inform the candidate of the result in general terms. She or he will not communicate to the candidate the actual count of the vote.
Following this meeting the responsibilities of the Chair in forwarding the results of this departmental action are three-fold:

a) He or she will summarize the nature of the departmental discussion at the meeting. The Chair will circulate this statement among the meeting participants to ensure the accuracy of the summary. Final responsibility for this summary, however, rests with the Chair.

b) The Chair will write his or her separate confidential recommendation on the applicant’s candidacy to the Dean of the College of Arts and Sciences.

c) The Chair will forward the candidate's dossier, replete with all letters and the vote and summary of the department meeting, to the Dean of the College of Arts and Sciences.

• Third-Year Review Procedures

College of Arts and Sciences’ policy makes mandatory a departmental third-year review of untenured, tenure-track faculty. Accordingly, the Department of Political Science has adopted this statement of third-year review procedures. These procedures have been taken from a memorandum of such procedures, dated September 23, 1996, that was used as the basis for a third-year review conducted that fall. This memorandum was approved by the Dean of Arts and Sciences.

No later than October 1 in the fall semester of the candidate’s third year of tenure-track employment, the Department Chair, in consultation with the other tenured faculty, shall form a committee of three tenured department faculty to conduct this review. The Department Chair will chair this committee. Barring sabbaticals or other complications, the other two committee members selected will be those whose research and teaching interests are closest to those of the candidate.

This evaluation shall consist of five phases:

• Phase I

The candidate will submit a dossier consisting of the following:

a) A curriculum vita

b) The candidate’s professional statement consisting of a précis of his or her contributions to the discipline and a statement of the candidate’s future plans

c) Publications and other scholarly materials

d) Evidence of teaching (syllabi and representative evaluations)

e) A list of fellowships and awards received while at Saint Louis University

This should take about two weeks, or until the middle of October.

• Phase II

The committee will read over and evaluate this dossier. The circulation of this dossier will take no longer than one month.

• Phase III

The committee will meet to discuss its evaluation.
• Phase IV
In consultation with the other committee members as well as with those tenured faculty
members wishing to offer comments and suggestions, the Chair will prepare a report. The
report will consist of both a general overall evaluation and a list of specific suggestions for
the candidate’s subsequent formal tenure review. The Chair will present and discuss the
report with the candidate.

• Phase V
The Chair will submit an evaluative summary of the report to the Dean of the College of
Arts and Sciences.

II. CRITERIA

To be promoted to the rank of Associate Professor, a faculty member must show
proficiency in the following areas:

Teaching
A faculty member must demonstrate good teaching. The Department recognizes that good
teaching encompasses a wide variety of conceptual approaches, methods, styles, levels of
complexity, and formats and that pedagogical responsibilities are varied. Therefore, evidence
of good teaching may take a variety of forms. The Department is primarily concerned with
evidence that is directly connected with quality teaching.

Among the ways good teaching can be shown are:
consistently good student evaluations
letters from colleagues who have observed the faculty member’s class or taught with the
faculty member
letters from students or former students
innovation and experimentation, including interdisciplinary collaboration and revision of
courses
development of new courses and cooperation in meeting the curricular needs of the
Department
presentation of clear syllabi and valuable assignments
production of high quality student projects
currency of knowledge
mentoring through the supervision of student projects, independent study projects,
internships, theses and dissertations

Advising
A faculty member must demonstrate proficiency in advising students outside the classroom.

This includes:
counseling with regard to academic programs and registration
providing guidance as the need arises
accessibility and willingness to help students with academic and career planning
Research
A faculty member must give evidence of creativity and productivity in scholarly research through refereed publications and positive external professional reviews of his/her first works of scholarship. The faculty member must also show intellectual independence in his/her current work and the promise of future contributions to his/her chosen field.

This research activity can be shown by:
- refereed book(s) of a theoretical or synthetical nature
- refereed journal articles
- books or articles which, though not refereed, received considerable attention and are highly regarded (seen through good reviews, prizes, wide discussion, etc.)
- successful grantsmanship

Forms of scholarship that are not formally refereed will also be taken into consideration but will not be sufficient in themselves for tenure. These other forms of scholarship, though, may be helpful in establishing the intellectual independence and future developments of the faculty member’s research. They may also be a source of external reviewer comments.

These include:
- commissioned works in
  - edited volumes, journal and magazine articles, book chapters, published lectures
  - book reviews
  - encyclopedia articles
  - pamphlets
  - papers in conference proceedings
  - working papers
  - unpublished papers presented at academic conventions and workshops

In this wide range of works, the Department recognizes that there can be significant qualitative differences.

For all co-authored work, the respective roles and responsibilities of the various authors must be clear.

Service
A faculty member must provide evidence of service to the University, College, and Department or, in the case of joint appointments, Departments. Among other things, this service may be shown by leadership roles or membership in the committees of these academic units and by participation in such activities as lectures or panel discussions.
A faculty member is to participate in the activities of professional associations in political science and other relevant areas (for example, area studies or interdisciplinary organizations). Service in this area includes acting as an external referee for articles, books, and grants, and chairing sessions at professional meetings and conventions.

Profession-related community service will also be taken into account. This form of service is especially important for some political scientists due to the vital role that they can play in the political process of a democratic society.

**Collegiality**

Collegiality describes the willingness of an individual to work with colleagues in pursuing the business and objectives of the University, College, and Department or, in the case of joint appointments, Departments. Thus, evidence of collegiality will be found in one's own capacity for cooperation and in one's ability to balance one's own interests with those of one's colleagues and with the interests of the University, College, and Department(s).

**To be promoted to the rank of Professor, a faculty member must give evidence of continued progress and development in all of the above areas.** In particular, promotion to the rank of full professor requires delivering on the promise offered at tenure time. At minimum, a full professor should demonstrate evidence of a substantial contribution to the field, either through a major book, several refereed journal articles, and/or their equivalent in other venues.

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