College of Arts and Sciences
DEPARTMENT OF SOCIOLOGY AND CRIMINAL JUSTICE
Rank and Tenure Procedures and Criteria

I. PROCEDURE

Evaluation of Application for Promotion and Tenure

Faculty members in the Department of Sociology and Criminal Justice 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.

- Procedure for Solicitation of Outside Reviewers
  The Department of Sociology and Criminal Justice will follow the procedures for selecting outside reviewers as stated in College Policy Binder in section II.A.6.6. There will be at least three letters from outside evaluators. The candidate should provide a list of potential evaluators and the Chair can add names to the list. The Chair will choose from this list including at least one from the candidate’s original list.

Mentoring and Evaluation of Untenured Faculty

The Department will follow the procedures as outlined in II.A.6.9 of the College Policy Binder. This will include a third-year review of the progress toward tenure as outlined in the College Policy Binder.

II. CRITERIA

Criteria for Promotion to Associate Professor with Tenure

- Teaching
  For promotion to the rank of associate professor, the faculty member should show that he or she meets the following basic criteria of what constitutes a good professor. The person should be enthusiastic about his or her work, set challenging performance goals both within himself or herself and for the student, and be committed to education as a profession. He or she should also be up-to-date on professional developments, be knowledgeable about trends that affect the discipline, and show a commitment to seeking and sharing knowledge of sociology, criminal justice, and/or forensics. The person should be available to students, and should provide them with alternative ways of learning, stimulate intellectual curiosity, encourage independent thinking, and provide clear and substantial evidence that the students have learned.

- Advising
  The faculty member should show evidence of continuing and increasing ability to counsel students effectively in academic matters. Consideration will be given to such subsidiary evidence as formal advising assignments, letters from previous students, and significant participation in counseling and extracurricular activities of the University.

- Scholarly Contributions
  To attain the position of associate professor, the following criteria seem appropriate: a minimum of three articles in refereed journals, a book, or other scholarly publication(s). Participation in other professional activities is encouraged. Examples of such participation include the following:
    a) Referee or editor in a recognized scholarly journal
    b) A national or regional award for research scholarship or professional contributions
    c) Book review(s) in a recognized scholarly journal
d) Recognition of one’s work by other professionals in the discipline  

e) An edited work involving significant original writing  

f) Presentation of papers at professional meetings  

g) Evidence of research (e.g. grant, on-going empirical work, etc.)

• **Service**

The candidate’s service will be evaluated in the context of specific contributions to the Department, the College, the University, and the community.

In terms of departmental service, the individual should be active in committee work and should take an initiative in curriculum development in enhancing the reputation of the Department and making it visible to the university community.

For university and college service, participation on the various committees is encouraged. There are other forms of service to the campus and student life that are also indications of commitment to Saint Louis University and the College of Arts and Sciences.

Finally, service to the community should be an attempt to translate theoretical knowledge in sociology, criminal justice and/or forensics into an enhancement of certain facets or aspects of community life. Examples of such service would be membership on various boards of organizations; lecturing to community groups; radio, TV and newspaper interviews; and applied research on community issues, among many other possibilities.

For evaluating community service for rank and tenure decisions, the primary criteria are how the involvement relates the profession of sociology, criminal justice, and/or forensics to the broader community or how it relates Saint Louis University to community concerns.

• **Skill and Knowledge of the Field**

The faculty member should present evidence of recognition by colleagues in the disciplines of sociology, criminal justice, and/or forensics that demonstrates that he or she possesses the appropriate skills and knowledge that these fields require.

• **Collegiality**

The faculty member should present evidence of recognition by other faculty members in the Department of Sociology and Criminal Justice and other units of the University demonstrating that he or she possesses the qualities of collegiality, such as the ability to work cooperatively and professionally with others.

**Criteria for Promotion to Professor**

Candidates for professor should show outstanding abilities in the above areas of teaching, advising of students, service to the University and community, knowledge of the field and collegiality to merit recognition among faculty and students as an excellent educator and faculty member. He or she should also demonstrate advanced scholarship in the discipline.

• **Scholarly Contributions**

To attain the position of professor, the following criteria seem appropriate: a major book, a text, or other significant scholarly work, or at least five refereed journal articles. Participation in professional activities such as those delineated above should also be taken into account.