I. PROCEDURE

Evaluation of Application for Promotion and Tenure

The university norms for faculty promotion are outlined in The Faculty Manual of Saint Louis University, particularly those sections pertaining to types of faculty, advancement, and norms for appointment and advancement. See also the College of Arts and Sciences’ norms in section II.A.6 of the College Policy Binder.

- Tenure

  The normal time for tenure application is at the beginning of the sixth year of service at Saint Louis University, unless credit for service elsewhere was granted in writing at the time of initial hiring.

  Supporting documents, curriculum vitae, copies of all academic publications, and a statement by the candidate regarding his or her role in the Department and share in the University’s mission are assembled by the candidate and submitted to the Chairperson in the spring prior to application for tenure. The Chairperson of the Department, in consultation with the candidate, solicits written evaluations of the candidate’s scholarship from at least three established scholars in the candidate’s area of interest who have been mutually agreed upon. The evaluations should be completed before the opening of the fall semester.

  In September the candidate’s vita and scholarly product and all relevant documents are made available to the tenured members of the faculty. The Chairperson then assembles the tenured faculty, acting as a committee for the whole, for a discussion of the candidate and a vote. The Chairperson does not vote at this time as a member of the faculty because of his or her subsequent recommendation. The Chairperson then informs the candidate of the faculty vote, without giving the specific numbers, which are confidential. The Chair will only disclose whether the recommendations were positive or negative, giving the faculty’s reasons in the case of a negative recommendation if the candidate agrees.

  The Chairperson then forwards the candidate’s vita, the faculty vote and the Chairperson’s evaluation, the external letters, and the Chairperson’s own recommendation to the College.

  For promotion to rank of professor the departmental procedures are as follows. The candidate’s application is subject to an external review, begun in the spring prior to application. All external documentation should be submitted to the Chairperson by the beginning of the fall semester. The candidate and Chairperson agree to a list of at least three professors from other university faculties who are known for their expertise in the candidate’s area of scholarly research. They are asked to submit a review of the candidate’s vita and academic output before the opening of the fall semester, evaluating its excellence and the professional reputation of the candidate.
At the beginning of the fall semester, the Chairperson makes the relevant documents available to those department faculty members with the rank of professor. He or she convenes them to evaluate the qualifications of the candidate and to vote. They report their evaluation according to the norms spelled out elsewhere and make a recommendation to the Chairperson (who does not serve as a member of the committee in writing). The Chairperson passes the numerical vote, the faculty's recommendations, the external reviews, and the Chairperson's own evaluation and recommendation of the candidate to the College's Rank, Tenure, and Sabbatical Committee. The Chairperson reports the evaluation to the candidate before doing so and gives reasons for a negative recommendation.

**Third-Year Review Process**

In the third year untenured professors undergo an evaluation of teaching performance and scholarly progress. The candidate under review is expected to submit a letter to the Departmental Chairperson reviewing the candidate's teaching performance and scholarship. The candidate is also expected to submit a record of his or her scholarship, including all publications and manuscripts in progress. Materials for this review should be submitted by December 31 of the candidate's third year. At the end of the review, a letter summarizing the review will be given the candidate. This letter and the review will be discussed in a meeting with the Chairperson.

II. CRITERIA

The departmental norms for promotion and tenure, reviewed by the College’s Rank, Tenure, and Sabbatical Committee and approved by the Dean of the College of Arts and Sciences on September 30, 1992, are as follows.

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

- **Teaching and Advising**
  
  The primary mission of the Department of Theological Studies is teaching. Tenure in the Department supposes that the candidate is a fine teacher of both undergraduate and graduate students. This means not only pedagogical competence but also compatibility with the mission of a Catholic and Jesuit university. The candidate must provide evidence of teaching excellence, and may do so by means of student course evaluations, colleague evaluation of classroom performance, descriptions of course innovation and development, syllabi, and records of supervision of undergraduate and graduate research guidance and advisement.

- **Scholarship**
  
  The candidate is expected to show evidence of both achievement and promise in her or his area of scholarship. While the Department is primarily concerned with the quality of that scholarship and will pass its own judgment on that quality, there should be evidence of recognition of that quality in professional circles concerned with the candidate’s area of scholarly interest in the form of external reviews of the candidate’s scholarship. The candidate will be expected to have published, or have had accepted for publication, a book of academic quality with an academic publisher or a commercial publisher in its academic line (for example, a critical edition, a historical or systematic study), or the equivalent in articles in prominent refereed academic journals. These publications should be above and beyond work already complete, including but not limited to those materials published or accepted for publication at the commencement of his or her employment in the Department.
Examples of other scholarly contributions which will be taken into consideration include but are not limited to the following: book reviews in academic journals, encyclopedia articles, papers read at scholarly meetings, scholarly translating and editing, essays published in prominent non-refereed theological journals, and direction of theses and dissertations. Active participation in academic and professional organizations and conferences as well as evidence of appropriate grant activity shall also be taken into account in review of applications for tenure and promotion.

The Department, on presentation of suitable evidence, will accord full weight to submissions to scholarly journals that have been accepted for publication and have not yet appeared.

- **Service**

  The applicant for tenure is expected to demonstrate that he or she serves the Department, the College, the University, and the community at large. This service may take many forms consistent with the mission of a Catholic and Jesuit university. Since the Department recognizes the need for junior faculty to establish their reputation as scholars and supports them in this, their service is not expected to be as extensive as it is in the case of an applicant for professor. Nonetheless, it is important to the decision for tenure and promotion to associate professor that the candidate be known to contribute significantly to the mission of Saint Louis University beyond the classroom. Such service might include committee work, supervision of programs, membership on examining boards, and the like. It might also include talks to university alumni, to church groups, retreats for faculty, staff and students, and residence hall advisement.

  The Department also values signs of service to the theological profession at large in active membership in professional scholarly organizations and contributions to scholarship in the form of manuscript reviews, book reviews, service on convention panels, etc. Since the theologian speaks not only to the student and to her or his academic peers but also to the religious community, engaging in religious dialogue in the public organs of the church community is also a valued part of the theological task. Therefore, publication in pastoral journals and in periodicals of theological and religious opinion and direct address to the religious community in conferences and lectures, while they do not substitute for the requirement of academic publication, will be taken into account in the consideration of tenure and promotion. They are a service to the religious community by the scholar even if they are not scholarly works.

- **Collegiality**

  The applicant for tenure must show a willingness to work with colleagues in pursuing the mission and goals of the Department, College and University. Evidence of collegiality will be found in one's service to the Department, College and University. Letters from peers and colleagues will be accepted and encouraged.

**Criteria for Promotion to Professor**

In addition to a continued record of excellence in teaching and of significant contribution to the Department, the University, and the community in service, promotion to professor requires further notable and regular contributions to the field of theological studies. There should be evidence of excellence in scholarship and of professional prominence. The candidate should at least have published either a second book with an academic press or a commercial press with an academic line, or the equivalent in articles in refereed journals. Since the rank of professor is awarded for achievement of significant reputation in the University and in the theological profession, primary consideration will be given to the quality of the candidate’s published work and to the estimate of it by his or her peers.
If a faculty member has amassed a record over many years as an outstanding teacher and in university service such that the professors in the Department and the Chairperson recommend that he or she be promoted to professor, the record of achievement is reviewed by at least three professors from comparable universities agreed upon by the candidate and Chairperson. These outside evaluators must be known for their own teaching excellence and their pedagogical expertise, and will be asked to certify that the candidate’s achievement would be recognized in their own universities as outstanding. Evidence of such excellence might include university and national teaching awards, publication in journals of teaching and papers read to national teachers’ conferences, exceptionally favorable student reviews over many years, and evidence of general agreement among one’s departmental and college peers that he or she is possessed of both unusual excellence in teaching and an outstanding record of service.

The above review policy is adjusted to individual cases where an untenured faculty person was granted credit for previous service at other institutions at the time of initial hiring.

July 1, 2000
A person serving as an adjunct faculty member may participate in promotion by approaching the Chairperson of the Department in which the faculty member serves. The faculty member and the Chairperson shall establish procedures and criteria to be used for the review of the faculty member's application at least one (1) year prior to making the application. These procedures and criteria should be consistent with the responsibilities assigned to the faculty member, and should be analogous to the procedures and criteria for tenure-track faculty of the Department in which the adjunct faculty member serves.

July 1, 2000