

**College of Arts and Sciences**  
**DEPARTMENT OF PHILOSOPHY**  
**Rank and Tenure Procedures and Criteria**

**I. PROCEDURE**

**Evaluation of Application for Promotion and Tenure**

- **Time Guidelines**

Ordinarily, as the College of Arts and Sciences procedures stipulate, six years of service at the rank of the assistant professor at the University or at another university of equal standing are required for tenure and promotion from assistant professor to associate professor. Candidates for tenure and promotion to the rank of associate professor will apply by the end of the candidate's sixth year. Exceptionally well-qualified candidates may apply for early tenure and promotion. Usually, five years in rank at the University or another university of equal standing is required for promotion from associate professor to professor. Hence, the candidate for promotion to professor may apply in the fall of the fifth year in rank, although early promotion is admissible for an exceptionally well-qualified candidate.

- **Role of the Candidate**

It is the candidate's responsibility to inform the Department Chair of the candidate's intention to apply for promotion by February 1 in order to give the Chair sufficient time to solicit letters of evaluation from prominent philosophers and in order that these philosophers will have sufficient time to evaluate the candidate's work. In addition, by September 1, the candidate ought to make available to the Department those parts of the rank and tenure dossier to be considered by the Department (see below, "Role of the Departmental Faculty.") The candidate should be familiar with *The Faculty Manual of Saint Louis University*, particularly those sections pertaining to types of faculty, advancement, and norms for appointment and advancement.

**Role of the Departmental Faculty**

All faculty with the rank of professor with primary appointment in the Department (in the case of a candidate for promotion to professor) or all tenured professors and associate professors (in the case of a candidate for promotion to tenure and associate professor) should meet under the leadership of the Department Chair, discuss, and vote (by secret ballot) for or against the tenure and/or promotion of the candidate. Participation in tenure and promotion discussions and votes is a serious obligation from which a faculty member is not lightly excused. If a faculty member cannot attend this meeting, the Chair should obtain the faculty member's vote in absentia. In its deliberations, the Department considers the following:

- a) Departmental criteria
- b) The candidate's part of the dossier
- c) The four letters of recommendation from students
- d) The six letters from outside evaluators
- e) The recommendations of the Department Chair

- **Role of the Department Chair**

Normally the Department Chair is responsible for administering the tenure and promotion process at the department level. The Chair assembles the Department's part of the dossier. The Department Chair presides over the meeting of the departmental faculty who evaluate the candidate and votes with tenured faculty for tenure candidates and candidates for promotion to associate professor. The Chair votes with the faculty who are professors for promotion to professor, if the Chair is a professor. After the departmental faculty votes, the Chair adds this vote to the dossier. The Chair then communicates the recommendation of the Department to the candidate. If the recommendation is marginal, the Chair should discuss the application with the candidate and, if the candidate wishes, provide a written summary of the discussion. In such a case it is crucial that the Department Chair make a reasonable effort to ascertain the perceived weaknesses of the candidate's application and communicate those perceived weaknesses to the candidate in order that the candidate may work to overcome deficiencies. In fact, such a communication should come as no surprise to the candidate since non-tenured faculty are to be reviewed every year and formally in the third year by tenured faculty, with the results of those evaluations being conveyed to the non-tenured faculty member by the Chair. The candidate may withdraw the application upon being informed of the marginality of the recommendation. If the dossier is to go forward, the Chair adds the Chair's recommendation with detailed reasons supporting that recommendation. The complete dossier must be submitted to the Office of the Dean by October 1.

When the Department Chair is the candidate, the administration of the process is to be handled either by a committee of senior faculty or by one professor. A senior faculty member is chosen to chair the departmental faculty committee to evaluate the candidate.

As regards joint appointments, the exact method of evaluation should take into account the nature of the joint appointment. An agreement should be reached among the Provost, the Dean, the Department Chair, and the candidate concerning the method of evaluation during the candidate's first year.

### **Mentoring of the Untenured Tenure-Track Faculty**

One of the most important duties of a Department Chair is to look after the best interests of the Department's untenured faculty. The Chair should make sure that the untenured faculty member is aware of what is expected of him or her as a member of the profession and as a faculty member at Saint Louis University. The Chair should in particular be sure that the untenured faculty member is familiar with the tenure requirements and process at Saint Louis University. The Chair should assist and encourage an untenured faculty member to overcome deficiencies. The Chair may delegate these mentoring duties to a departmental committee of tenured faculty.

- **Third-Year and Annual Review**

In the third year, non-tenured faculty will be formally evaluated by tenured faculty. By the end of the first semester of that year, non-tenured faculty will present to the Chair a self-evaluation, including a covering letter, a copy of a curriculum vitae, and a detailed account of progress in all six of the areas of evaluation for tenure listed below. In a formal meeting of the tenured members of the Department, the Chair will present this self-evaluation, and the tenured professors will assess the candidate's progress and make any recommendations necessary to the Chair who will convey them in writing to the candidate by February 15 of the second semester. A written copy of this evaluation will also be forwarded to the Dean of the College of Arts and Sciences at the same time.

Besides this formal third-year review, tenured faculty will evaluate non-tenured faculty annually, and their evaluation will be conveyed in writing by the Chair to non-tenured faculty. In addition, tenured associate professors will also receive an annual review in writing from the Chair of the Department.

- **Dossier**

Candidates for tenure and promotion should follow the guidelines for preparation of the dossier that are presented in the College of Arts and Sciences Rank and Tenure Procedures, II.A.6.4-5. The Department will prepare its own part of the dossier in accord with the procedures described on II.A.6.5-6.

## **II. CRITERIA**

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

- **Teaching**

The Department recognizes as a condition for tenure and promotion that faculty members strive to achieve excellence in the classroom. Hence, faculty should exhibit those qualities listed in the Rank and Tenure Procedures of the College of Arts and Sciences, that is, the abilities to master the field, to organize and present material well, to awaken students to interdisciplinary connections, to stimulate their creativity and enthusiasm, to arouse curiosity in beginners, to aid advanced students in producing their own creative work, and to exemplify the mission of the University. The Department acknowledges that the manner of exhibiting these qualities and the teaching methods employed will vary from faculty member to faculty member. Faculty members should provide evidence of their abilities through student/teacher evaluations, appropriately documented and explained, syllabi, sample term papers and examinations, and the results of courses taught as prerequisites to other courses in the Department. The Department Chair will solicit letters of recommendation from students, at least two letters from undergraduate students and at least two letters from graduate students of the faculty member in question.

- **Advising**

As a goal, within a five-year period, each faculty member would normally have served on graduate examination boards. (It is recognized, however, that M.A. thesis and Ph.D. dissertation direction is primarily determined by the research interests of the student.) Normal duties also include counseling students on philosophical issues and career planning and serving as advisors for undergraduate students and for graduate students on their faculty supervisory committees.

- **Scholarship, Research, and Creative Works**

Each member should engage in substantial research. The outcome of this research is to include articles accepted for publication in refereed journals or book-length studies. The Department is more concerned to specify what is being counted than how many; the relevant concern is the publication of philosophically significant research and not the creation of a certain number of pages. But to speak in quantities, it is reasonable to expect a book every five to seven years or five to seven articles every five years.

In order to assess the quality of the candidate's research, the Chair of the Department will solicit six letters of evaluation from those renowned in the field. Some of these will be chosen from a list of names that the candidate submits to the Chair, although the Chair is free to solicit additional letters. By February of the year when the candidate will formally apply for promotion (usually in the following fall), the Chair will forward to those who have been selected to evaluate the candidate a covering letter, a curriculum vitae, the candidate's description of his or her research agenda, and copies of the candidate's publications.

Secondary evidence of scholarship and research includes presentations at professional meetings, presentations in colloquia, book reviews, and prepublication editorial reviews. It is also expected that faculty members will maintain active membership in professional organizations. This involvement might be demonstrated by appearing on at least one national professional program (as lecturer, panelist, commentator, or chair) every two or three years. Furthermore, scholarly activity may be demonstrated by doing referee work for granting agencies, presses, or journals, including the Department's journal, *The Modern Schoolman*. It is understood that such scholarly activity on behalf of organizations within the profession will vary a good deal from faculty member to faculty member and from time to time. Finally, although grant opportunities are comparatively limited in philosophy, all faculty members are expected to be alert to the possibility of seeking external research support and fellowships whenever this seems feasible.

- **Professional Service**

Interactions with other departments as well as service on committees at the college and university level are encouraged. Other professional activities would include arranging colloquia and conferences within and outside of the College and the University and fulfilling administrative duties for professional organizations. Evidence of service may be provided through letters of recommendations from colleagues.

- **Skill and Knowledge of the Field**

Faculty are expected to display knowledge of their field and to be continually growing in such knowledge. Evidence that faculty possess such knowledge can be shown through student evaluations, publication in reputable journals and presses, letters of recommendation by colleagues in the field, within and outside of the University, and recognition by organizations within the profession (e.g. presenting papers or being entrusted with responsibilities).

- **Collegiality**

Faculty are also expected to take their turn serving on departmental committees, to contribute to departmental projects, to attend and participate in the colloquia and conferences sponsored by the Department, and to work constructively and professionally with colleagues in the Department. Evidence of collegiality will be provided through letters of recommendation submitted by departmental colleagues.

### **Criteria for Promotion to Professor**

The same guidelines apply for the promotion from associate professor to professor, assuming, however, significant progress in the number and quality of publications, continued excellence in teaching, and service to the University, College, and the Department. The quality of the scholarship must be significantly higher than what is expected for the level of associate professor. It must be commensurate with what one would expect of someone who professes to be an expert in the field. Therefore, the articles should appear in the best and most competitive journals, the books should be published by the best scholarly presses, and one's scholarship must enjoy the critical attention of experts in the field. In short, one's scholarship must be regarded as part of the important and significant literature in the field. The opinions of graduates who have achieved notable professional success and the number and caliber of students who have been guided in research by the candidate should also be taken into account.

An exception may be made to the requirement of outstanding achievement in scholarship and research in the rare cases where one has distinguished oneself beyond the University and local geographical area as a master of the field and as a scholarly teacher and director of students. In addition one must have completed a minimum of twenty years of service at the University or at another university of equal standing, as a distinguished teacher, counselor, and director of students.

#### **Criteria for Promotion of Non-Tenure-Track Faculty**

The process to be followed in the case of promotion of a non-tenure-track faculty member is the same as that for tenure-track faculty except that the criteria should be modified to fit the responsibilities of the candidate.