

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

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I. MENTORING OF 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 as a member of the profession and as a faculty member at Saint Louis University. The Chair should, in particular, ensure that the untenured faculty member is familiar with the Department's tenure requirements in research, teaching, and service and with the tenure process in the College of Arts and Sciences and at Saint Louis University. Throughout the probation period, the Chair should assist and encourage an untenured faculty member to overcome any deficiencies. The Chair may delegate these mentoring duties to a departmental committee of tenured faculty, to be chosen with the agreement of the faculty member.

The tenured faculty will hold a meeting to evaluate untenured faculty and their progress toward tenure annually each spring, and their evaluation will be conveyed in writing by the Chair to untenured faculty at the end of the academic year.

Mid-point Review

The purpose of the mid-point review is to evaluate the candidate's progress towards an eventual tenure decision and to provide advice to the candidate concerning that progress. At this stage (normally the third year of the probationary period), the candidate should have established a program of research, as evidenced by publications already accepted or in the process of review. Given the time required for review of articles in philosophical journals, the expectation is that most candidates will have only a few publications in print or accepted (perhaps as few as one or two). However, the Department will look for clear indications that the candidate is writing and submitting work. If a candidate has had nothing accepted for publication since the beginning of the probationary appointment, the department will seek clear indications that the candidate has completed a substantial number of works that are entering the review process. In the absence of such indications, the candidate will certainly be warned that an affirmative tenure decision is unlikely and may be offered a terminal contract for the fourth year.

By the end of the first semester of a tenure-track faculty member's third academic year, the faculty member 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 the three areas of evaluation for tenure listed below. The kinds of evidence that candidates will provide to show progress are the kinds of evidence that will be used when the candidate comes up for tenure and that are described below. For this mid-point review, the candidate will follow the dossier format required by the College of Arts and Sciences for tenure, without any letters of recommendation. In that dossier, the candidate should document any written agreements that were reached with the Dean of the College of Arts and Sciences and approved by the provost about previous work credited toward tenure when the candidate first arrived.

In a formal meeting of the tenured members of the Department, the Chair will present the candidate's self-evaluation, and the tenured professors will assess the candidate's progress. The Chair will summarize in writing the Department's findings and add the Chair's own assessment of the candidate. After making any revisions that the tenured faculty might call for, the Chair by February 15 of the second semester will share this written document with the candidate, convey any recommendations for improvement, and meet with the candidate to solicit and consider the candidate's response to the report. A written copy of this evaluation will finally be forwarded to the Dean of the College of Arts and Sciences. A copy of the midpoint review report also is included with the P&T dossier materials forwarded for UCART and Provost review when the candidate goes up for tenure.

II. PROCEDURES FOR PROMOTION AND TENURE

- **Time Guidelines**

Promotion and tenure decisions at all levels are normally made based on the candidate's previous five years of teaching, research, service, and (where applicable) administration at Saint Louis University. Faculty who apply early must provide evidence that they have met their department's standards; if an early application is unsuccessful, the faculty member may reapply in subsequent years.

At time of hire, candidates may submit a request in writing to count up to three years of previous faculty teaching, research, and/or service and administration work at comparable institutions toward tenure and/or promotion. This request must be supported by the Dean and approved by the Provost in writing. When applying for tenure/promotion, the candidate must include a copy of the agreement in the application.

Tenure-track faculty have a probationary period of not more than six years. Tenure-track candidates who start work in the fall term must apply to the department for tenure and promotion by September 1 of their sixth academic year with the department. Those who start in the spring term will ordinarily apply for promotion and tenure by September 1 of the fall semester that marks completion of four and a half years of service (promotion and tenure becomes effective after five and one-half years of service).

- **Key Deadlines During the Calendar Year of Application***

January 1	Candidate informs chair of intent to apply
May 1	Candidate supplies to chair all materials for external reviewers
June 1	Chair solicits necessary supporting letters
September 1	Candidate applies to department, supplying full dossier
September	Chair supplies dossier and external reviews to evaluating department faculty, who meet to vote
October 1	Chair sends department decision and required materials to Dean
December 1	Deadline for CAS to submit dossiers to Office of Faculty Affairs

*NB: for a typical (fall start) assistant professor, the first deadline falls in the middle of their *fifth* academic year.

- **Role of the Candidate**

In addition to being familiar with this department-level document, the candidate should be familiar with The Faculty Manual of Saint Louis University and the College guidelines, particularly those sections pertaining to types of faculty, advancement, and norms for appointment and advancement.

The candidate must inform the Department Chair of the candidate's intention to apply for promotion by January 1 so that the Chair will have sufficient time to solicit all letters of evaluation early enough to ensure that evaluators have sufficient time to carefully review the dossier and write letters by September 1.

During January, the candidate must supply the chair with the following items:

- a list of 3-5 renowned scholars in the candidate's field who will be able to evaluate the candidate's scholarly work and professional reputation

- the candidate's description of the candidate's research agenda
- names of those scholars who might be biased against the candidate (this is optional)
- the name(s) of at least one (current or former) graduate student in a position to evaluate the candidate's teaching and mentoring performance
- the name(s) of at least one (current or former) undergraduate student in a position to evaluate the candidate's teaching and mentoring performance

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. The Department will prepare its own part of the dossier in accord with the procedures in the College guidelines.

- **Role of the Department Chair Prior to the Department Vote**

The Chair is responsible for soliciting six letters from renowned outside evaluators, who are in the candidate's field and who primarily evaluate the candidate's research and professional reputation, though they may add other relevant information. All letters received are used in the review process. The department requires at least four such letters in order to evaluate the candidate, and more are solicited to ensure that even if some promised letters don't materialize, we will have enough. Some of these external reviewers will be drawn from the list supplied by the candidate, and others will be determined at the chair's discretion. The Chair should avoid requesting evaluation by scholars with conflict-of-interest affiliations, such as the candidate's past mentors or mentees, co-authors and/or co-collaborators with the candidate within the past five years, or the candidate's personal or family friends. Outside evaluators must be asked to comment in their letters on any connections with the candidate, i.e. mentoring, collaboration, co-authorship. Department chairs should instruct external reviewers to evaluate only the candidate's work for which they have direct knowledge. This could include, beyond scholarship, observations made about the candidate's presentations (similar to teaching) or non-University committee service. In addition, as stipulated in the Faculty Manual, "Ordinarily, peer evaluators will hold a higher rank than that of the applicant." If the chair determines a scholar at the rank of the candidate is more appropriate, an explanation must be offered in the Chair's letter.

By June 1 of the calendar year in which the candidate will formally apply for tenure and promotion, the Chair will forward to the external scholarly experts a covering letter, scholarly artifacts, a *curriculum vitae*, the candidate's description of the candidate's research agenda, the Department criteria for promotion and tenure, and the College of Arts and Sciences Rank and Tenure Procedures and Criteria document. Outside evaluators must submit their letters on letterhead, with their signature, to the chair by September 1 at the latest.

The Chair will also solicit at least one letter from a graduate student and one from an undergraduate (these students should have worked with the candidate within the last five years). At least one student name in each category will be drawn from the list supplied by the candidate. These letters are due to the Chair by September 1 at the latest.

Forms for letters and the dossier cover page are available on the Office of Faculty Affairs Website.

- **Role of the Departmental Faculty**

All tenured 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 faculty with primary appointment in the Department (in the case of a candidate for promotion to tenure and Associate Professor) should meet, discuss the candidate's dossier, and vote (by secret ballot) for or against the tenure and/or promotion of the candidate. The department chair may not vote and should not participate in the discussion.

In its deliberations, the Department considers the following:

- Departmental criteria as specified in this document
- The candidate's part of the dossier
- The letters of recommendation from students
- The letters solicited from outside evaluators

Participation in tenure and promotion discussions and votes is a serious obligation from which a faculty member is not lightly excused. Faculty participants should be present for both discussion and voting. Synchronous participation via Zoom or similar program is acceptable in the event that in-

person attendance is not feasible. Faculty who are unable to participate in person or via synchronous program should not contribute to the discussion in any way (e.g., sending their opinions to the chair prior to the meeting), nor should they vote (e.g., by sending proxy votes).

As designated by the department chair, a senior faculty member other than the chair (and above the rank of the candidate) writes a summary of the faculty discussion in consultation with the meeting participants. This summary should include explanations for dissenting votes. This report is added, along with the chair's own evaluation, to the department's part of the dossier.

- **Chair's Role After the Department Vote**

The chair's assessment belongs solely in the official chair letter, which should be added to the dossier where it will be available, confidentially, to the college committee, dean, UCART, and Provost. It should address any discrepancies if the chair's assessment differs from that of the faculty and should clearly state whether they support the candidate's application.

The Chair assembles the Department's part of the dossier and submits it to the Office of the Dean of the College of Arts and Sciences by October 1.

To preserve the confidential nature of the advancement process, and to ensure complete and consistent communication, information about the proceedings and recommendations is not to be shared by any person involved in the process other than the Dean or comparable administrator. It is the faculty member's decision whether to continue or withdraw their application from further consideration. Absent a written request from the faculty member to the Dean or comparable administrator to withdraw his/her application, the Dean or comparable administrator will forward the dossier to the University Committee on Academic Rank and Tenure, along with all supporting materials, including his/her own separate recommendation.

- **Other Process Situations**

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.

The decision of who is to chair the process for the Chair is to be worked out in consultation with the Dean of the College of Arts and Sciences.

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

II. CRITERIA FOR PROMOTION AND TENURE

A. Clarificatory Remarks on the Application of these Criteria for all Cases

In all promotion cases, both candidates and evaluating faculty should keep in mind that a paper or book is considered "published" for purposes of promotion if in print or accepted for publication, for which a letter from the editor of the journal or press constitutes evidence.

In addition, the following items demonstrate scholarly achievement and will be taken into consideration in promotion and tenure applications:

- Peer-reviewed book chapters, which, depending on the quality of the edited volume, can count equivalently to published journal articles;
- Co-authored books or articles, but candidates must explain and provide evidence for the extent of their contributions to such publications;
- Substantive, annotated scholarly editions and translations;
- Grant applications, which will be assigned weight according to their impact on the field (the effort to apply garners some credit but funded grants are more impactful and so get more credit)
- Edited books, which, while of scholarly value, have less weight than substantial original contributions to the field;
- Edited journal volumes, which carry less weight than substantial original work;
- Non-academic publications creatively applying philosophical thinking to public discourse, which will be assigned weight according to their impact;
- Unpublished efforts such as conference presentations, colloquium talks, or papers under review, which may have less weight than publications.

B. Criteria for Promotion to Associate Professor with Tenure

- **Scholarship**

The candidate must demonstrate significant intellectual growth beyond the dissertation and must have made substantial contributions to the research literature in philosophy, principally through appropriate publications such as refereed journal-articles or book-length studies. In the candidate's work, there ought to be evident a coherent research agenda that holds promise for the future. Credit for work done elsewhere depends on the written agreement of the Dean of Arts and Sciences and the written approval of the Provost before arriving at Saint Louis University.

In evaluating the scholarship of a candidate against its tenure standards, the Department will take into account both the quantity and the quality/impact of the candidate's work. Fewer pieces of high quality will be judged more favorably than a larger number of low-quality pieces. Considerations of quality and quantity must be weighed against one another on a case by case basis. Therefore, it is not in general possible to give either a minimum number necessary or a minimum number of publications sufficient for promotion.

However, as a rule of thumb, the Department requires the equivalent of **at least 5-7 peer-reviewed articles** (or a monograph of at least five chapters) published or forthcoming since the beginning of the candidate's probationary period of employment. The Department would not recommend a candidate with fewer than five articles (or the equivalent) for promotion and tenure, unless the articles in question were of the highest quality with unusually significant influence on the field. Similarly, a candidate with six or more articles would not be recommended for promotion if the Department judged those articles to be of insufficient quality. In deliberating about the quality of a candidate's work, the Department will assign significant weight to the judgment of external reviewers who are acknowledged experts in the candidate's area(s) of specialization.

- **Teaching**

For promotion and tenure, candidates must demonstrate excellence in teaching and pedagogy, which includes supervision of student research, theses, and dissertations.

Candidates should exhibit those general qualities listed in the Rank and Tenure Procedures of the College of Arts and Sciences: 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. Faculty should keep abreast of the pedagogical developments and scholarly advances in the field and integrate them into the classroom. Faculty are encouraged to deploy a variety of teaching methodologies to accommodate the different needs of students.

With respect to classroom instruction in particular, an excellent teacher respects students as whole persons, creates an engaging learning environment and course structure, clearly articulates course expectations, provides timely and constructive feedback on student work, takes time to support students outside of class, and is responsive to communications from students. Successful candidates for promotion and tenure will demonstrate their commitment to increasing their teaching excellence over time through self-assessment and self-correction.

Primary evidence of teaching effectiveness includes the results of periodic and systematic peer evaluation based on class visitations; the results of periodic and systematic student feedback (appropriately documented and explained), the review of course materials including syllabi and examinations, and the results of the candidate's teaching in courses prerequisite to those of other members of the Department.

Secondary evidence of teaching effectiveness includes, but is not restricted to the quality of presentations in public lectures, seminars, colloquia, or lectures before professional societies given by the candidate; evidence of development by the candidate of effective techniques of instruction and instructional materials; and publications by the candidate in respected journals devoted to pedagogy on the teaching of the candidate's discipline.

At the time of application for tenure and promotion, candidates should include in their dossier a narrative about their teaching philosophy, approaches, and goals. The dossier should also include evidence of teaching effectiveness of the sorts described in the preceding two paragraphs. The Department will review the dossier to assess the extent to which the candidate exhibits the qualities of an excellent teacher as outlined above.

- **Advising and Mentoring**

Advising includes the professional mentoring of undergraduate and graduate students. The Department recognizes that opportunities to advise students can depend on factors outside a faculty member's control.

As a goal, within a five-year period, each faculty member would normally have served on graduate examination boards. 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. Faculty ought to demonstrate knowledge of the procedures and policies of the Department, and their advising will be evaluated in part on the number of students advised.

Faculty will mentor students on M.A. theses and Ph.D. dissertations supervised by others, though it is recognized that a candidate's opportunities for such mentoring depend on the research interests of students. Faculty are encouraged to mentor students from underrepresented groups.

Faculty mentoring will be demonstrated and evaluated on such things as: the quality of student works and awards won; support for internships, jobs, grad school admissions; participation in mock interviews and provision of letters of recommendation; the record of placing students in jobs; the assistance of students with presentations at conferences; letters from previous students; and other evidence that the candidate has promoted the professional or academic growth of mentees.

- **Service**

For promotion and tenure, candidates must demonstrate commitment to, and excellence in, service to the profession, the Department (and on occasion the College and the University), and the community. During the probationary period, candidates are expected to share in the Department's service workload, by participating in various ad hoc or standing committees at the Department level and providing reviews for the Department's journal *Res Philosophica*. They are also expected to engage in some service to the profession which can be demonstrated by maintaining active membership in professional organizations; appearing on at least one national professional program as lecturer, panelist,

commentator, or chair every two or three years; assisting in conference organization or refereeing for journals and grant agencies, though the Department recognizes that opportunities for such service are not entirely within the candidate's control. Service to Saint Louis University beyond the Department (in the college or university) is not expected, but will be viewed favorably during the evaluation for promotion. Likewise, service to the community (such as giving a lecture to a community organization on one's area of expertise), will be looked upon favorably.

The Department will review not just the quantity, but also the quality of the candidate's service. Successful candidates will demonstrate that they have enhanced the productivity of the work teams they have joined. Evidence of service excellence includes positive written feedback from team supervisors or the department chair (as in annual reviews) or testimony from coworkers as to the candidate's role in a team's success.

- **Administration**

Normally, administrative duties are not assigned to untenured faculty members. However, in the event that a candidate for tenure and promotion to Associate Professor has been assigned administrative duties, the candidate's administrative performance is also a factor in the tenure and promotion decision. The department will evaluate performance by the criteria outlined under "Administration" in the next section of this document.

C. Criteria for Promotion to Full Professor from Associate Professor:

- **Scholarship**

Promotion to the rank of Professor requires the achievement of national recognition for work in philosophy. Successful candidates will have a reputation as experts in some area of philosophy, and their scholarship will be regarded as part of the important literature in the field.

As in the case of promotion to Associate Professor with tenure, it is not in general possible to give either a minimum necessary or a minimum sufficient number of publications for promotion to Professor. The quality and quantity of a candidate's publications will be weighed against one another on a case by case basis. However, the following rules of thumb apply.

- The required minimum number of articles (or equivalent) is a function of the number of years elapsed since promotion to associate professor. Successful candidates will have a record of publishing (on average) the equivalent of at least one article per year. For example, a candidate with a substantial five-chapter monograph applying after five years (since promotion to Associate) might not need any additional publications, but the same candidate applying three years later would need the equivalent of three articles in addition to the book.
- Because publication of a scholarly monograph with a reputable academic press is normally necessary for achieving the requisite national reputation for expertise in philosophy, candidates will be expected to include such a monograph (either published or forthcoming) in their dossier. However, particularly if the candidate's sub-field favors the publication of articles and book chapters, the Department can recommend promotion for a candidate without a monograph, provided the candidate's work has the same kind of impact on the field that a body of work containing a high-quality monograph normally has, garnering for the candidate the requisite national standing in the field. With or without a monograph, the above "article-a-year-equivalent" standard remains.

In deliberating about a candidate's work, the Department will assign significant weight to the judgment of external reviewers who are acknowledged experts in the candidate's area(s) of specialization.

- **Teaching**

Successful candidates will demonstrate that they have either increased or maintained the teaching excellence on the basis of which they were promoted to Associate Professor. The requirement for promotion to Professor is broad evidence of expertise in and commitment to teaching of philosophy at both the undergraduate and graduate levels. These may be demonstrated in the candidate's course evaluations and annual reviews and in the development of pedagogical materials and innovations. It is also expected that a faculty member will have developed new courses in philosophy. In particular, this includes graduate courses in the faculty member's area of specialization. While opportunity for development of new courses may not exist during the time prior to tenure approval, in the long term, a faculty member is expected to develop new courses. However, the department recognizes that its own scheduling needs

may in some cases preclude faculty from being given the opportunity to meet these expectations; in such cases these expectations will be lowered or waived as appropriate.

- **Advising and Mentoring**

The applicant for promotion must provide continued quality advising to their students and mentoring to mentees. They must continue to show a good knowledge of the policies and procedures of the Department and the University, especially as they apply to the advising and mentoring both of undergraduate and graduate students in philosophy.

Additionally, senior faculty members are expected to mentor junior faculty members in the Philosophy Department in their teaching and research endeavors.

- **Service**

Successful candidates will demonstrate continued engagement in service in the profession and in the Department, and they will demonstrate growth in service at the College and University levels (and in the community, where possible). Furthermore, they will demonstrate at least some leadership in service by way of chairing committees or holding other positions with significant responsibility.

- **Administration**

Administrative roles in the philosophy department include the department chair, coordinator of graduate studies, coordinator of undergraduate studies, and editor of the journal *Res Philosophica*. If candidates for promotion have occupied such an administrative role, their performance in the role will be evaluated as part of the promotion process.

Successful candidates will demonstrate that they have effectively managed the program entrusted to them by maintaining day-to-day operations and by diagnosing problems and developing solutions as needed. Evidence of administrative excellence includes positive written feedback from supervisors such as the dean or the department chair (as in annual reviews), candidate narratives and/or colleague testimony of strategic planning and successful execution of initiatives, and internal records documenting sound financial management (where applicable) or effectiveness of organization and record-keeping.

V. APPLICATIONS FOR EMERITUS/A STATUS

- **Criteria**

The continuing relationship between Emeritus/a faculty members and the Department affords a valuable resource for both colleagues and students of the Department.

According to university policy, Emeritus/a faculty are expected to have distinguished themselves during their careers. "Distinction" in the Department consists in sustained dedication to a life of research, teaching, or service in some combination. Those endorsed for the rank of Emeritus/a ought also to exemplify the mission of the University in its pursuit of truth for the glory of God and the service of humanity.

- **Procedure**

Faculty members are responsible for requesting emeritus/a status by notifying the Chair of the Department and submitting their *curriculum vita* and a cover letter which summarizes their contributions in research, teaching, and service (to the University, College, and Department and the profession) and their plans to continue making professional contributions after retirement. Ordinarily, candidates should notify the Department Chairperson not later than April 1 of the calendar year before the one in which they plan to retire (e.g., if the candidate plans to retire at the end of June 2020, the candidate should inform the Chairperson by April 1, 2019) so that the Department will be able to make necessarily arrangements in course offerings.

Ordinarily, in September of that same year, the Chair will convene a faculty meeting to discuss and vote on the candidate's application for emeritus/a status. All faculty members at the rank of Professor or Associate Professor in the Department may vote.

The Chair will submit a letter to the Dean that summarizes the discussion, including the outcome of the vote taken for Emeritus/a status. The Department Chair also will provide a separate letter summarizing the faculty member's professional activities, and significant contributions to the Department, College

and University. This letter will include a recommendation, either in favor of, or against Emeritus/a status for the faculty member.

These two department documents and the candidate's dossier should be submitted to the Dean of the College by the same deadline listed for other tenure and promotion cases, namely October 1.