

**Saint Louis University  
College of Arts and Sciences  
African American Studies Department**

**Rank and Tenure Procedures and Criteria**

Approved, College of Arts and Sciences Rank and Tenure Committee, May 2019

**Mission Statement:** African American Studies at Saint Louis University is an interdisciplinary department that combines rigorous intellectual engagement, creativity, and scholarly pursuits in service of the mission of Saint Louis University and the educational needs of the local community and the nation.

**I. PROCEDURE**

**Evaluation of Application for Promotion and Tenure**

In accordance with the College of Arts and Sciences procedures and *The Faculty Manual of Saint Louis University*, five years of service at the rank of the assistant professor at the University or at another University of equal standing are normally 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 beginning of the candidate's sixth year.

**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 April 1 in order to give the Chair sufficient time to solicit letters of evaluation from prominent scholars of African American Studies and in order that these scholars will have sufficient time to evaluate the candidate's work. The candidate will present to the Chair a list of at least five names of potential reviewers to write to the candidate's file by May 1. The Chair may add additional names. The Chair chooses and solicits at least three reviewers, at least two of whom should come from the list provided by the candidate. The candidate will not know the names of the reviewers, whose assessments of the candidate's work will be handled with utmost confidentiality. In the event that one or more of those are not able to write to the file, the Chair will return to the original lists of names of possible reviewers, and will continue to propose names of scholars whose work is in or related to the candidate's field from which to solicit letters when necessary. At least three external letters will be added to the candidate's file. Reviewers will be provided with the candidate's vita, examples of their work, and the Department and College's criteria for promotion. Letters of external reviewers must be received by September 1 in sufficient time for the Department to assess prior to the Departmental promotion meeting. Additionally, by September 1, the candidate should make available to the Department those parts of the rank and tenure dossier to be considered by the Department. Please refer to *The Faculty Manual of Saint Louis University*, which identifies norms for appointment and advancement.

The candidate will also submit a list of five potential students and/or alumni reviewers to the Chair by May 1. The Department Chair may add additional names. The Chair chooses and solicits at least two student/alumni reviewers; one should come from the candidate, the other from the Chair. Student/alumni reviewers will be provided with the candidate's vita, examples of their work, and the Department and College's criteria for promotion. Letters of student/alumni reviewers must be received by September 1 in sufficient time for the Department to assess prior to the Departmental promotion meeting.

**Role of the Departmental Faculty**

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 and has reviewed the candidate dossier, the Chair should obtain the faculty member's vote in absentia. In its deliberations, the Department considers the following:

- a. Departmental Criteria (Section II of African American Studies Rank Tenure Guidelines)
- b. The Candidate's part of the Dossier
- c. Two letters of recommendation from students
- d. At least three letters from outside evaluators
- e. At least two letters of recommendation from colleagues

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 via secret ballot for or against the tenure and/or promotion of the candidate. One member of the Departmental faculty (excluding the Chair) will produce a written summary of the deliberation, reasoning, and recommendation to be added to the dossier.

### **Role of the Department Chair**

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. The Chair votes with tenured faculty members in cases involving candidates for tenure and 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 the vote to the dossier. The Chair then communicates the recommendation of the Department to the candidate. The Chair will compose their own letter of recommendation to be added to the dossier.

If the recommendation is marginal (not a clear majority), 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 to the candidate's application and communicate those perceived weaknesses to the candidate in order that the candidate may work to overcome deficiencies in the application. 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.

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 Chair consults with the Dean of the College of Arts and Sciences who chooses a senior faculty member to chair the departmental faculty committee to evaluate the candidate. Regarding joint and secondary appointments, the exact method of evaluation should take into account the nature of that joint or secondary appointment. An agreement should be reached among the Provost, Dean, Department Chair, and the candidate concerning the method of evaluation.

The complete dossier must be submitted to the Dean by October 1.

### **Mentoring and Review of Non-Tenure Track Faculty**

Full-time, non-tenure-track faculty in the Department of African American Studies, the College of Arts and Sciences, and the University are defined as "individuals who are not eligible for tenure but have appointments that are renewable." Within the Department of African American Studies, full-time, non-tenure-track faculty may assume some combination of teaching, instruction, advising, and/or scholarly/creative work.

Non-tenure-track faculty in the Department of African American Studies have all the same rights and privileges of tenure-track faculty, with the following exceptions. First, Non-tenure-track faculty do not participate in the vote on tenure and/or promotion of tenure-track faculty in the Department. Second, they do not participate in the evaluation of tenure-track/tenured faculty.

Usual faculty requirements pertaining to the performance expectation of non-tenure-track faculty in the areas of teaching, advising, research, and service will have to be modified. This distinction is critical to the function

of non-tenure-track faculty in the Department of African American Studies and the College of Arts and Sciences. Performance in teaching, instruction, advising, scholarly/creative work, and service will be evaluated relative to their weight in the employment expectations of each non-tenure-track faculty. The African American Studies Department's particular expectations of the candidate will be set out at the time of hire. This agreement will be developed by the Chair and the candidate in question at the time of hire.

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

An important duty of the 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 her or him as a member of the profession and as a faculty member at Saint Louis University in the three essential areas of teaching, scholarship, and service. The Chair should 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 any deficiencies in their work. At the onset of the untenured faculty member's first semester, and with the agreement of the candidate the Chair will select a tenured member or a committee of tenured faculty members of the department faculty to mentor the untenured faculty member.

#### **A. Annual Review**

In accordance with College policy, the Chair will evaluate the performance of non-tenure-track, untenured tenure-track, and tenured faculty annually. In addition to evaluating untenured faculty members' teaching, scholarship/creative works, and service, the Chair will give special consideration in his or her annual evaluation to the progress the faculty member is making toward meeting department tenure requirements. The Chair should take care to honestly report in writing to the faculty member any deficiencies or other causes for concern that may play a role in a later tenure decision and suggest ways to overcome these difficulties.

During the annual review, if the Chair finds that an untenured faculty member is significantly deficient in one or more areas, he or she will develop a course of action in consultation with the faculty member and other tenured faculty members. The chair's letter will highlight the strengths and areas of improvement. When necessary, such actions may include, but are not limited to, consultation with and supports from the Reinert Center for Transformative Teaching and Learning at Saint Louis University.

#### **B. Third Year Review**

By November 1, untenured faculty in the third year of their appointment will submit to the department Chair a dossier according to the format of a tenure review as outlined in the College of Arts and Sciences Policy Manual, identifying their activities and achievements in teaching, scholarship/creative works, and service since the initial appointment. This should include any written variations that were negotiated at the time of appointment.

The tenured Department faculty will evaluate the untenured faculty member by consulting a variety of evidence, including all written work (published and unpublished), course syllabi, student evaluations, classroom performance as evidenced during classroom visitations, and service to the department, College, University, community, and profession.

The Chair will produce a written report that summarizes the findings of the Department faculty and reflects his or her own evaluation of the untenured faculty member. This report will be made available to the Department faculty. The Chair will meet with the untenured faculty member and discuss with him or her the review. The faculty member will receive a copy of the written evaluation. The third-year review will be forwarded to the Dean by February 15.

### C. 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**

### A. For Promotion to Associate Professor with Tenure

#### Teaching and Advising

The African American Studies Department views *the education* of its students as essential to its mission. Faculty teaching responsibilities range from inspiring curiosity in beginners to aiding advanced students in producing original work. Good teaching requires establishment of an environment where students with different backgrounds, strengths, identities, abilities, and viewpoints are respected within a vibrant learning space. This work necessarily extends beyond the classroom, to encompass mentoring, guidance for student interns and teaching assistants, senior capstone projects, and where applicable, thesis and dissertation committees.

Successful faculty members will keep abreast of pedagogical and other scholarly advances in African American Studies and related fields and will integrate these into their classroom instruction. Frequent updating or modification of courses and course material, along with the development of new, relevant, intellectually stimulating courses that enhance and expand the Department's curricular offerings, are important teaching endeavors that the Department encourages. Faculty should be available to students, and provide them with multiple ways of learning and of demonstrating learning. Encouraging interdisciplinary connections, rigorous analysis, and conversation between theory and practice, is especially important to the advancement of the discipline of African American Studies.

Faculty members are expected to develop and submit for review a teaching dossier along with supporting documentation that includes, first, a narrative providing their teaching philosophy, approach(es), and goals.

Additionally, in no particular order, the following:

- Student course evaluations
- Descriptions of innovative and effective teaching methods
- Course syllabi, assignments, projects, papers, and examinations
- Any substantial continuing education pertaining to teaching
- Any publications primarily on pedagogy
- Written assessments of classroom visits by peers, senior faculty members, or Reinert Center for Transformative Teaching and Learning professionals

African American Studies candidates for tenure and promotion must provide high-quality mentoring to their students. They must demonstrate a reasonable knowledge of the policies and procedures of the Department that apply to mentoring of both undergraduate, and where applicable, graduate students. In no particular order, mentoring effectiveness will be evaluated by a number of factors, including:

- The number of students mentored
- Mentoring efforts for students from traditionally underrepresented groups
- Quality of student work (for majors and minors)
- Support for students applying for internships, jobs, graduate school admission or scholarships
- Encouragement and assistance for students presenting work at conferences

- Letters from previous students
- Involvement with campus organizations
- Other assistance to students in obtaining opportunities for academic or professional growth

### Scholarship, Research, and Creative Works

Criteria for excellent scholarly achievement in the field of African American Studies include substantial accomplishment and a strong ongoing research agenda. In assessing scholarship and creative work, the department will take into account what is published during one's employment at Saint Louis University. Work published before employment at Saint Louis University will not count unless written and signed agreement is made between the Department, candidate, and Dean at the time of employment. Emphasis is placed on candidate's publishing in leading African American/Africana/Black Studies journals and presses. Additionally, due to the interdisciplinary nature of African American Studies, journals and other publishing venues in African American Studies, in closely related fields and disciplines, and with another interdisciplinary focus, are treated equally. While the following list offers guidelines in order of recognition of highest achievement, it may require adjustment to accurately reflect a candidate's area of expertise.

At the time of the application process, it is expected that the candidate will have **four** scholarly articles accepted for publication, **two of which must be published**. Alternatively, the candidate will have a published, scholarly book.

Scholarly Publications in order of recognition of highest achievement:

- Book: The highest achievement in the area of scholarship is the publication of a peer-reviewed book by a university press, an academic, or reputable commercial press,
- Co-authored Book: will count according to the co-author's level of participation,
- Edited Book: will count according to the co-author's level of participation,
- Authorship of four peer-reviewed articles in leading African American Studies journals, and/or journals closely related to the candidate's particular field,
- Co-authorship of same, which many count differently depending upon degree of participation,
- Editorship or co-editorship of a scholarly book or journal, which may count differently dependent upon breadth, complexity, originality, inclusion of the editor's own original work or a substantial introduction, and where co-edited, documented degree of participation,
- Authorship or co-authorship of a chapter in an edited volume,
- Authorship of non-peer reviewed work, including book reviews, encyclopedia articles, and unpublished papers presented at conferences.

The above listing is delineated according to traditional print categories. Electronic and digital publications are equally acceptable, as long as they meet appropriate scholarly standards such as peer review and archiving. In cases of co-authorship the candidate will provide documentation of degree of participation; these may count differently depending in degree of contribution.

Work will ultimately be evaluated on the quality of scholarship and/or creative endeavor. It is the responsibility of the candidate to provide documentation of publication schedule. To be considered a published work the item should have at least a scheduled publication date on or before September 1 in the year of application for tenure and promotion.

In addition to publications, evidence of an ongoing research agenda and of establishment in the profession may include:

- Presentations at professional meetings
- Recognition by professional colleagues, such as awards and invitations to speak or collaborate
- Reviews of one's work
- Referee work for granting agencies, presses, or journals
- Grant applications, and success in obtaining grants and fellowships
- On-going empirical work

Beyond individual publications, the African American Studies Department expects to see evidence of a degree of intellectual coherence to the candidate's work—a core of interests, intersectional thinking, and expertise likely to inspire continued development and accomplishment.

#### Professional Service and Service to Community

In any academic unit, but especially in a small academic unit, service is essential to the carrying out of the Department's mission for the *Profession, Campus, and Community*. Candidates must show evidence of responsible and constructive service on Department and College committees and projects, and may also present evidence of service to the University, student groups, the local community, and the profession.

*Professional Service:* Includes but not limited to editorial work for presses and journals; external program review; conference or colloquia planning; media interviews and commentary; advisory board service, as well as any of the following:

- Committee participation and offices held in professional societies
- Reviewing grant proposals and serving on grant review panels
- Reviewing conference papers, panel proposals, journal articles and book manuscripts
- Facilitating international exchanges and sponsoring visiting scholars

*Campus/University Service:* All African American Studies Department faculty are required to fulfill service obligations as needed within the department and throughout the University. Other service that strengthens our relationship with other academic units is essential to our survival as an interdisciplinary department. Evidence of impact of service is needed where available. Service to campus may include but are not limited to the following:

- Service on College of Arts and Sciences and University-wide committees
- African American Studies Department committees (standing and ad hoc)
- Sankofa Graduation celebration planning and participation
- Program and curricular development
- Mentorship of student organizations
- Black History Month leadership
- Organizational activities among Black Faculty, Staff and Alumni

*Community Service:* Community service consists of service other than that provided to the Department, College, or University. Effective service is determined by its relevance to the discipline of African American Studies, and to the responsibility and time consumed in such activities. Candidates for tenure and/or promotion to associate professor with tenure should be active participants in work of importance and relevance to their field of expertise. Candidates are required to document their involvement in community

service and address community service in their dossier. Relevant activities may include but are not limited to the following:

- Grassroots organizing and community engagement
- Professional services and consultations rendered to community organizations, advocacy organizations, NGOs, and public or private sector agencies
- Membership on boards of relevant organizations and/or agencies
- Contributions to the media online and terrestrial
- Workshops and talks geared toward community groups and/or educational institutions
- Utilizing their knowledge and expertise to serve community at local city, state, national, and international levels.

#### B. Promotion to Full Professor

The same guidelines apply for the promotion from associate professor to professor, with the expectation that the candidate demonstrates continued excellence in teaching, and service to the University, College, the department, and community. It is expected that the quality of the scholarship be significantly higher than what is expected for the level of associate professor.

An associate professor who intends to apply for promotion to full professor must inform the Chair of the department on or before April 1.

The duties of the department faculty in the case of an application for promotion to full professor are the sole responsibility of a committee of all full professors with primary and joint appointments in the African American Studies department. If there are no full professors with primary or joint-appointments in African American Studies, then the Chair will consult with the Dean to solicit the services of qualified senior faculty from the College of Arts and Sciences.

#### Teaching and Advising

Teaching will continue to be evaluated according to the criteria listed above for promotion to associate professor. However, a faculty member is expected to keep up with developments in their field. Normally, this is demonstrated in the documented efficacy of one's teaching. Activities should broaden over time, as manifested in a willingness to shape new courses and to assimilate new theoretical constructs which might be relevant to the faculty member's area of research. In service, more responsible roles are encouraged for senior faculty members. In addition to these accomplishments, the African American Studies Department expects evidence of an ability and willingness to mentor junior faculty effectively.

The candidate must also demonstrate a continued commitment to advising, as evidenced by materials outlined above for promotion to associate professor. If appropriate, candidates must also be effective undergraduate and (where applicable) graduate student advisors, particularly as it concerns their students' future prospects on the job market and advancement in the field.

#### Scholarship, Research, and Creative Works

The candidate must demonstrate a continued record of scholarship/creative works, resulting in a distinguished national or international reputation in the field. Depending on the field, the candidate's research must have resulted in a second monograph or a collection of creative writings in the form of a second book published by a commercial or academically reputable press. In lieu of a book, book chapters or articles (at least five

beyond works considered at the time of the application to associate professor) in peer-reviewed African American/Africana/Black Studies (or related fields) journals will be considered as meeting this publication requirement. In the case of a candidate in a performance field, the candidate should have at least five significant performances originating from sources off campus.

Additionally, an influential body of research, a high level of professional leadership, and a national or international reputation in one's research areas or specialties can all be considered as evidence of research excellence. Further evidence of outstanding scholarship/creative works and professional reputation may include awards and prizes, impact on the field, the ability to attract undergraduate and graduate students (where applicable); and invitations to participate in edited volumes.

#### Professional Service and Service to Community

Beyond the level of service required for promotion to associate professor, the candidate must show evidence of substantial service to the profession, including such activities as serving as editor, associate editor, or on an editorial board of a peer-reviewed journal in Africana Studies or a related field. Other forms of evidence that qualify are book reviews, refereeing of works, panel discussions, official positions in professional organizations, and related activities outlined in the service section above. Sustained community engagement is also expected as demonstration of commitment beyond the department at all levels of the University.

#### C. For Granting Emeritus/a Status:

Faculty with the rank of Full Professor and Associate Professor may request the status of emeritus/a upon their retirement or departure from the university following the required ten years of employment at SLU based on significant contributions to the Department during their service at Saint Louis University and plans to remain professionally active following retirement. The service period may include periods while holding joint and secondary appointments. The Department, by majority vote of the faculty, may recommend to the Dean that this status be granted.

### April 17, 22, 24; May 9, 2019