

**College of Arts and Sciences**  
**DEPARTMENT OF EARTH AND ATMOSPHERIC SCIENCES**  
**Rank and Tenure Procedures and Criteria**

**I. PROCEDURE**

**Evaluation of Application for Promotion and Tenure**

Faculty in the Department of Earth and Atmospheric Sciences are evaluated for promotion and tenure using the procedures described in *The Faculty Manual of Saint Louis University* and in the College of Arts and Sciences Rank and Tenure Procedures in section II.A.6 of the *College Policy Binder*.

The following Department procedures are in addition to those quoted above:

- **Timing of the Application**

Although the College Rank and Tenure Procedure indicates that applicants are normally expected to begin the process in their sixth year of residency at Saint Louis University, it allows for exceptional candidates to be considered earlier than this. This Department regards the rank and tenure promotion process to be one where a faculty member demonstrates to the University sufficient evidence of excellence for the next step in their careers. As such, a faculty member with strong credentials may be considered one or more years ahead of the College guidelines, especially where such faculty have several years of previous experience (e.g., post-doctoral research that is pertinent to their situation). Credit for prior teaching experience must have been negotiated between the faculty member and the Dean at the time of hiring.

- **Candidate's Responsibility**

Candidates for promotion are expected to become familiar with the department, college and university procedures well in advance of their dossier submission. The faculty member is responsible for initiating the tenure and promotion process, but he or she can raise related issues at any time with the Department Chair.

- **Candidate's Dossier**

The candidate is expected to submit the first version of his or her dossier to the Department Chair by June 1 of the academic year before which the application will be considered in order to permit the external reviewers to be contacted over the summer. The Department Chair will follow the procedure in *The Faculty Manual of Saint Louis University* for soliciting the names of external reviewers, requiring additionally that the list of potential reviewers must include details of the candidate's relation (if any) to the reviewers. The Chair will write to the chosen reviewers and include copies of the candidate's curriculum vitae and of the college and department policies on rank and tenure.

One month (September 1) before the final submission to the Dean (October 1), the Chair will convene an *ad hoc* group of faculty to review the candidate's dossier. This group will be selected by the Chair to ensure that the candidate's dossier is complete and satisfies all the guidelines. This group will meet with the candidate to suggest improvements to the dossier before it is presented to the department committee.

- **Department Committee**

The department committee shall consist of all tenured and appropriately-ranked faculty, i.e., all faculty with the rank of professor or associate professor for a candidate who is an assistant professor and all faculty with the rank of professor for a candidate who is an associate professor, including the Department Chair. This committee will review the candidate's dossier, discuss his or her suitability for promotion, and take a vote. The results will be sent with the candidate's dossier to the Dean.

- **Third-Year Review Process**

No later than the third year of first-time service, a department committee composed of three or more tenured faculty will be convened by the Chair to review a faculty member's progress towards tenure and promotion.

This committee will meet with the faculty member and will make, in writing, appropriate recommendations to the faculty member. The opinions of this committee cannot, however, guarantee a successful promotion outcome. The purpose of the review is to ensure that any obvious deficiencies, trends, or problems are addressed and communicated to the faculty member.

## **II. CRITERIA**

Faculty members in the Department of Earth and Atmospheric Sciences will be judged according to four criteria when being considered for tenure or advancement in rank. These criteria are in the areas of research, teaching, service and collegiality.

The following paragraphs describe the emphasis placed on each of these areas in the Department.

- **Teaching**

Teaching responsibilities extend beyond classroom presentation with an expectation of continued innovation and updating of course materials. Faculty are also expected to actively engage in some form of student advising and/or in the direction of students in the preparation of dissertations, theses, and senior syntheses. Excellent teaching is expected of all faculty, but it is not by itself sufficient to justify advancement.

- **Research**

The most important criterion for the award of tenure and promotion is the demonstration of skill and knowledge in the faculty member's field of research. Such excellence is primarily measured by papers published in refereed journals, but other important measures include the ability to acquire external funding for research projects and the presentation of research results at scientific meetings. It is difficult to set a number of papers that should be published, but for faculty involved in graduate programs an average of one refereed paper per year is considered a minimum standard. Research productivity is also expected of faculty who are not involved with graduate programs, but it is possible their publications may be of a different nature; the number of publications will be weighed against their number of teaching hours and the quality of their teaching when promotion is being considered.

- **Service**

Service may take many forms, including participation on national or international committees, reviews of journal articles and proposals, media interviews, talks to community groups, committee work for the College or University, and work done on departmental projects. Those forms of service that bring recognition to the Department or University weigh most heavily in the promotion process.

- **Collegiality**

This expresses the expectation that faculty will treat department members with dignity and respect. Although difficult to quantify, a clearly demonstrated non-collegial or negative effect of a faculty member upon the Department may affect the Department's recommendation for promotion.

### **Promotion to Professor**

The above criteria apply to promotion to both associate professor and professor levels. Advancement to the rank of professor implies a further level of recognition by the scientific community that will normally come in the area of research.

Specifically, a professor is expected to be at the top of his or her field of expertise. He or she publishes regularly in scholarly journals, attends scientific meetings, and under most circumstances is expected to have supervised graduate students where advanced degrees in his or her field are offered. Evidence that the candidate has achieved such national recognition must come from no fewer than four external reviews.

Advancement to professor may also be based on outstanding contributions in the areas of teaching or service. Such contributions may, for example, be national recognition for innovations in teaching methodology or for exceptional service to the University or profession in administrative roles.

Faculty who have served a minimum of twenty years and satisfy some other specific restrictions may also be eligible for this promotion. For details, see the appropriate section of *The Faculty Manual of Saint Louis University*.

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