

Department of Theological Studies

Rank and Tenure Criteria and Procedures

THIRD YEAR REVIEW

As noted in the (2006) Faculty Manual of the University and the College of Arts and Sciences' rank and tenure procedures, pre-tenure faculty must be reviewed near the midpoint of their probationary period, generally in their third year. The purpose of this review, which is separate from the annual review, is to rigorously assess the candidate's progress toward achieving tenure, using the Department's established standards of evaluation.

The candidate under review submits a dossier to the Department Chair by January 15th. The dossier should follow the format of a full rank and tenure dossier as described in the College rank and tenure documents. At a minimum the dossier should include the candidate's background, a description of the candidate's activities in support of the mission of the University and College, and evidence of teaching effectiveness, research and scholarship, and University and community service.

The Department Chair will appoint a three-person ad hoc Committee of tenured faculty, including a Committee Chair, to evaluate the candidate's progress. The Committee will review and discuss the dossier and make its evaluation. The Committee Chair will write up in a report based on a consensus of the Committee. The Committee then meets with the candidate, discuss the report, and advise the candidate on how to proceed successfully toward achieving tenure. Committee members will all sign the report together with the candidate. The candidate's signature does not indicate agreement with all aspects of the report. In case of disagreement, the candidate may submit a written statement to accompany the report. The Committee report with the accompanying statement, if any, is then submitted to the Department Chair who discusses it with the candidate. Copies of these are given to the candidates and also placed in the candidate's file.

By February 15th the Department Chair will submit the report and a cover letter that includes the Chair's own perspective and assessment to the College Dean. In cases of a negative midpoint review, University policies regarding non-renewal of contract apply, as found in the (2006) Faculty Manual (Section III, I, 1 and 4). A positive midpoint review does not guarantee an eventual positive tenure review.

PROMOTION AND TENURE

University and College Norms and Procedures

University norms for faculty promotion are outlined in the 2006 Faculty *Manual*. Those for the College are found in the *Arts and Sciences Policy Manual* and on the Arts and Sciences website.

Official evaluation forms of the College are filled out by the Chair and by two other tenured members of the Department and by two students chosen by the candidate. In addition, for tenure and for advancement in rank, all tenured faculty also fill out a Departmental evaluation form. Supporting documents, curriculum vitae, outside letters of support, and copies of all academic publications are assembled by the candidate and made available for faculty review by the Departmental administrative secretary.

The official College evaluation forms, plus the report of the Chair on Departmental consultation, are forwarded to the Rank and Tenure Committee of the College of Arts and Sciences by October first of each year. Should the application be turned down by the College Rank and Tenure Committee, the faculty person has the option of not having the request forwarded to the University Rank and Tenure Committee. Tenure and promotion are ultimately granted by the University President.

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. In unusual circumstances a candidate may request that the Chair bring a petition before the Departmental faculty to consider early tenure and promotion.

Credit Toward Tenure

New hires who come into the Department from full-time tenure track positions at other institutions of higher education may request that some of the time served at their previous institution(s) be counted toward the time required for promotion and tenure at Saint Louis University. In this case, the Chair, after review of the dossier of the new hire, in consultation with the chair of the Search Committee, recommends to the Dean in writing a specific determination of the amount of time to be counted towards tenure. The maximum amount of time that can be credited is three years. In all cases, however, a conservative approach toward awarding years of credit toward tenure remains the norm.

The letter to the Dean from the Chair specifies the post doctoral publications and/or scholarly activities of the candidate that may be included to meet Department tenure requirements. This does not prejudice the work of the tenure committee. Upon acceptance and agreement by the Dean, the judgment is final and the letter is to be filed in the Department and in the new faculty member's file for later use by the Third Year Review Committee and the College of Arts and Sciences Tenure Committee. (Cf. College of Arts and Sciences Guidelines Regarding Employment Credit for Tenure-Track Faculty, March 2007)

Departmental Norms for Promotion and Tenure

Promotion to Associate Professor with 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 and collegial cooperation but also clear commitment to the University's Catholic and Jesuit mission. The candidate provides evidence of teaching excellence 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.

Research and Scholarship. The candidate is expected to show evidence of both achievement and promise in his/her area of research and/or scholarship, most of which will have been completed during the tenure-track period. **Research** is considered to be an original and innovative publication, accompanied by appropriate scholarly apparatus, to the current discourses in theological studies. **Scholarship** is an innovative and foundational contribution to the *infrastructure* of advanced research in theological studies, including: dictionaries/lexicons, databases, critical editions, and annotated translations of texts from the core languages of theological discourse (both ancient and modern).¹

Research and scholarship will be subject to peer review. In order for a publication to qualify for tenure and promotion, the candidate must supply evidence of the review process (e.g. a reader's report, an editor's report, reference to a published policy of peer review, etc.).

Research and/or scholarship submitted in application for tenure ought to reflect an *overall program* of research that extends beyond the tenure track period. The actual components of the dossier, therefore, must demonstrate: (1) that the candidate can make original or innovative contributions to scholarship and/or research in theological studies; (2) that the candidate is able to select publication media appropriate for the content of the research or scholarship; and (3) how the material lays a foundation for future (and more substantive) research or scholarship.

Four Acceptable forms of Publication for Tenure Application

In terms of research:

- A monograph (reflecting substantial research completed beyond the submitted dissertation) published (or in press) by a reputable academic publisher that has been subject to peer review,

OR

Five (5) journal articles and/or book chapters (either of which published by a reputable academic press) which have been subject to peer review. Some of these may be at press

¹ Excludes annotated bibliographies, republished material in another media, etc.

at the time of the application for tenure. Articles under conditional acceptance do not qualify.

In terms of scholarship:

- Substantial contributions to scholarship which have been subject to peer review. For example, a sole-authored lexicon/dictionary, a critical edition, or an annotated translation of a hitherto inaccessible, foundational text.

OR

- Digital Scholarship which has been subject to peer review (see *Working Guidelines* below). It must be *foundational*, that is, texts that are built “from the ground up” and fully integrate other electronic resources (e.g. relevant texts, bibliographies, and other apparatus) into their arguments. This may include scholarly web-sites, databases, or electronic editions of texts and/or images.

Working Guidelines for Peer Review of Digital Scholarship

Since Digital Scholarship enjoys a broad use within the discipline, DTS desires to support its ongoing development and growth. However, because it is relatively new to the field, there are few standard guidelines in the Academy on how this type of scholarly work ought to be assessed for tenure and promotion. DTS therefore adopts the following procedure as working guidelines:

1. When a person is appointed to a tenure-track position, (s)he must declare in writing to the Chair within the first two years of the appointment whether (s)he will pursue digital scholarship as a part of a research program.
2. With that declaration, the faculty member must also submit a name of an external scholar who can review the work in progress for the third year review. Those materials must be made available to the external reviewer six months prior to the third year review itself. The external scholar is required to assess the viability and coherence over the overall project, as well as on the quality of work completed to that date. It is expected that any recommendations made by the reviewer receive serious consideration by the faculty member.
3. When the faculty member applies for tenure, (s)he must submit a list of six reviewers who can formally assess the completed digital project; two of those reviewers will be selected. DTS will seek a third reviewer independently. Reviewers are expected to be able to examine the digital project within the relevant media and NOT what can be disseminated on the printed page.
4. The application for tenure must include a detailed account of why the digital project is *foundational* by specifying the project’s research context, methodology, output and dissemination. The explanation should indicate how the recommendations from peer

review were implemented and any future related scholarly work the project will produce. The document cannot exceed ten (10) typed pages.

Service: In regard to service, the applicant for tenure is expected to have demonstrated a collegial and cooperative spirit among colleagues in the Department and across the University. Service is understood as various forms of assistance that advance the Department, the College, the University, and the community at large. This service chosen in dialogue with the Chair of the Department may take many forms consistent with the University's Catholic and Jesuit mission. Because the Department recognizes and supports the need for untenured faculty to establish their reputations as scholars, their service is not expected to be as extensive as it is in the case of an applicant for full 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 University's mission beyond the classroom. Such service might include Committee work, supervision of programs, membership on examining boards, presentations to outside 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, and the like. Since theologians are expected to speak not only to their students and peers but also to the religious community at large, engaging in religious dialogue in the public organs of the church community is also a valued part of the theological task. Therefore, while not substituting for the requirement of peer-reviewed academic publication, articles in pastoral journals and periodicals of theological and religious opinion and presentations to the religious community in conferences and lectures will be taken into account in the consideration of tenure and promotion.

Promotion to Full Professor

In addition to a continued record of excellence in teaching and of significant service to the Department, the University, and the community, promotion to full professor requires further notable and regular contributions to the fields of theological studies. There should be evidence of excellence in scholarship and of professional prominence. The candidate should have least:

- published either a second book by a reputable academic publisher (or in press) that has been subject to peer review, or five articles in prominent refereed journals,

OR

- have an extensive record of ten years or more of scholarly service (such as the editor of a scholarly journal) that has made scholarship and/or research available to the larger academic community.

Since the rank of full 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/her peers.

Departmental Procedures for Promotion and Tenure

Special procedures of the Department concerning tenure and promotion are as follows. For tenure and promotion to associate professor, the candidate's vita and scholarly product are to be reviewed by the Department. The Chair of the Department, in consultation with the candidate, solicits **three** evaluations of the candidate's scholarship from established scholars in the candidate's area of interest. The Chair assembles the tenured faculty of the Department for a discussion of the candidate and forwards the results of their vote, the external letters, and recommendations and the Chair's own recommendation to the Dean of the College. The Chair informs the candidate of the votes and recommendations, giving reasons in the case of a negative recommendation, before turning the application materials over to the Dean of the College.

For promotion to full professor the Departmental procedures are as follows. The candidate's application is subject to an external review. The candidate and Chair 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 review the candidate's vita and academic output and to report on its excellence and on the professional reputation of the candidate.

The candidate's vita and scholarly product are reviewed by the full professors of the Department who evaluate its scholarly quality, and report their judgment and recommendation to the Chair. The Chair passes their recommendation along with the external reviews and the Chair's own review and recommendation to the Dean of the College. The Chair reports the evaluation to the candidate before doing so and gives reasons for a negative recommendation.

Assembling the Tenure Dossier: Candidates normally apply for tenure in their sixth year of full-time teaching. An exception is made in those individual cases in which a candidate was granted credit for previous service at other institutions at the time of initial hiring.

The process of applying for tenure begins by April of the previous academic year with a formal letter of application (not more than three pages) to the Departmental Chair outlining the candidate's teaching performance, scholarship, and service. The candidate also provides the Chair with the names of six potential external evaluators able to review the candidate's scholarly work. The names of external reviewers whom the candidate regards as objectionable may also be submitted. The Departmental Chair will choose three evaluators, at least two from the candidate's list.

In the fall of the candidate's application year a complete dossier is made available to tenured members of the faculty. The file should include: (1) materials demonstrating the quality of the candidate's teaching ability, based on peer and student evaluations; (2) the candidate's published research and research agenda; (3) letters from external reviewers on the quality of the candidate's scholarship, and all other evidence in support of the candidate's teaching, scholarship, and service. The tenured members of the faculty will then discuss the candidate's

strengths and weaknesses and vote on the candidate's application for tenure. On the basis of the discussion and the outcome of the faculty vote, the Chair writes a formal letter to the Dean of the College assessing the merits of candidate's application.