

PROMOTION/TENURE GUIDELINES

**EDWARD and MARGARET DOISY
COLLEGE OF HEALTH SCIENCES**

SAINT LOUIS UNIVERSITY

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1. INTRODUCTION

This document establishes promotion and tenure criteria for full-time tenured and non-tenured faculty. This document interprets the Faculty Manual of Saint Louis University and applies the contents to the Edward & Margaret Doisy College of Health Sciences. This document is comprised of two parts: a general description of tenure and non-tenure tracks and the minimum criteria for consideration of advancement and tenure. Departments and programs within the College may have a discipline specific rank and tenure document. These documents must meet the minimum standards of the Rank and Tenure Guidelines for the College. Applicants are advised to refer to the University Faculty Manual and to the Doisy College of Health Professions Procedures for submitting the application for advancement and tenure.

2. NORMS FOR ADVANCEMENT IN RANK AND/OR TENURE

The following guidelines supplement those in the Faculty Manual of Saint Louis University while providing more specific standards to promote the development of faculty in the Edward & Margaret Doisy College of Health Sciences. The expectations described below are the minimum criteria for teaching, research and scholarship and service to the University and the community. The quality, effectiveness, and excellence of a faculty member's achievement in these areas are emphasized. There may be other responsibilities such as administration or professional practice upon which a faculty member may be evaluated. Significant deviations from the Doisy College of Health Science guidelines should be well documented and carefully justified.

2.1 TENURE TRACK FACULTY

Faculty on the tenure track will be expected to demonstrate evidence of competency in teaching, scholarship and research, in professional practice where applicable, and in service to the University and community.

Tenure track faculty are required to participate in the midterm review.

2.11 Descriptions of Criteria: Tenure Track

- a) Teaching –Teaching is an integral component of a university faculty. All faculty are expected to engage in some level of teaching.

Student, peer and self-evaluation of teaching performance will be used to evaluate teaching effectiveness. A description of the faculty's teaching responsibilities and the quality of teaching endeavors should accompany the application. Evidence of the quality of teaching will include student and peer or chair evaluations, course syllabi and other teaching materials developed by the faculty member, participation in continuing education for teaching improvement, teaching awards, and other items documenting teaching excellence.

- b) Research and Scholarship - Faculty are required to be involved in scholarship or research activity. A variety of indicators will be used to measure research and scholarly endeavors for faculty who are on the tenure track. Examples of such indicators include, but are not limited to: articles in refereed journals (journals are not ranked), participation in the acquisition and execution of research grants, presentations and posters at local, regional and national meetings, book chapters and books, and invited presentations. Boyer's Model of Scholarship¹ is the accepted model of scholarship for the Edward & Margaret Doisy College of Health Sciences.

¹ Boyer, E.L., *Scholarship reconsidered: Priorities of the professoriate*. 1990, New York, NY: John Wiley & Sons.

- c) Service to University and Community - All faculty are expected to serve on the usual boards and committees of the University, as well as to help carry out programs of community and professional service. Professional practice or professional work is considered service to the University.
- d) Peer evaluations from Saint Louis University faculty are ordinarily from individuals who hold a higher rank than that of the applicant. An external review of the tenure-track candidate's application is required for faculty applying for Associate Professor or Professor.

2.2 NON-TENURE TRACK FACULTY

Faculty on the non-tenure track will be expected to demonstrate evidence of competency in teaching and service to the University and community. Although research and publication are not a focus for non-tenure track faculty, evidence of some scholarly activity is expected and is required for promotion to the ranks of Associate Professor or Professor.

Non-tenure track faculty are eligible to participate in the midterm review.

2.21 Descriptions of Criteria: Non-Tenure Track

- a) Teaching – Teaching is an integral component of a university faculty. All faculty are expected to engage in some level of teaching.

Student, peer and self-evaluation of teaching performance will be used to evaluate teaching effectiveness. A description of the faculty's teaching responsibilities and the quality of teaching endeavors should accompany the application. Evidence of the quality of teaching will include student and peer or chair evaluations, course syllabi and other teaching materials developed by the faculty member, participation in continuing education for teaching improvement, teaching awards, and other items documenting teaching excellence.

- b) Research and Scholarship - Faculty are expected to be involved in scholarship or research. A variety of indicators will be used to measure research and scholarly endeavors for faculty. Boyer's Model of Scholarship¹ is the accepted model of scholarship for the Edward & Margaret Doisy College of Health Sciences. When evaluating the candidate's application packet for publications, journals are not ranked. Appropriate documentation should be provided when an individual's appointment or assigned duties limits their ability to participate in scholarship.
- c) Service to the University and Community - All faculty are expected to serve on the usual boards and committees of the University, as well as help carry out programs of community and professional service. Professional practice or professional work is considered service to the University.
- d) Peer evaluations from Saint Louis University faculty are ordinarily from individuals who hold a higher rank than that of the applicant.

¹ Boyer, E.L., *Scholarship reconsidered: Priorities of the professoriate*. 1990, New York, NY: John Wiley & Sons.

2.3 Minimum Criteria for Appointment or Promotion: Tenure Track

The criteria set forth below represent the customary criteria a candidate must achieve to be eligible for applying for advancement in rank and/or tenure. Meeting these criteria does not guarantee advancement in rank or obtainment of tenure. All candidates must submit: 1) Letters from university faculty who can comment on the candidate's teaching, scholarship, and collegiality; 2) Evaluative letters from individuals who are knowledgeable of the candidate's abilities; and 3) Student evaluations.

Instructor – Tenure Track¹ – Criteria

Customary supporting evidence

Appointment to the rank of Instructor ordinarily presupposes the following qualifications:

Minimum of a master's degree in faculty member's discipline or related field

- Where such practices are customary in a discipline, certification by the appropriate credentialing board of sufficient skill and knowledge to practice a particular specialty

Possession of adequate training and preparation for teaching or research, as appropriate, and as evidenced by degrees earned and by educational and/or professional experience

Respect for the educational philosophy of the University

Possession of the skills, knowledge and ethical integrity expected of a faculty member engaged in teaching, student counseling, research and scholarly activity, and University and community service

Potential to meet the norms for the rank of Assistant Professor, tenure track

¹ Saint Louis University *The Faculty Manual of Saint Louis University* St Louis, MO: Saint Louis University; 2006

The criteria set forth below represent the customary criteria a candidate must achieve to be eligible for applying for advancement in rank and/or tenure. Meeting these criteria does not guarantee advancement in rank or obtainment of tenure.

Assistant Professor – Tenure Track – Criteria

Customary supporting evidence

Appointment or promotion to the rank of Assistant Professor ordinarily presupposes the qualifications for the rank of Instructor and the following qualifications in addition:

Possession of a doctorate, or of a master’s degree in faculty member’s discipline or related field

- Where such practices are customary in a discipline, certification by the appropriate credentialing board of sufficient skill and knowledge to practice a particular specialty

Evidence of ability to teach effectively on a university level

- Student evaluations (on University form) from current students or recent graduates (within 3 years)**
- Course evaluations which are average to above average or show improvement over time**
- Evaluations (on University form) from Saint Louis University faculty who are knowledgeable of the candidate’s performance and abilities**
- Use of current literature to support instructional design
- Use of current literature to support course content
- Innovative or creative teaching methodologies
- Student advising related to courses taught
- Development of new courses

Evidence of ability to advise students effectively in academic matters

- Formal advising assignments

Evidence of ability to engage in productive scholarly activity

- Evaluations (on University form) from Saint Louis University faculty who are knowledgeable of the candidate’s performance and abilities **
- Peer-reviewed publications**
- Participation in the acquisition and/or execution of research grants
- Peer reviewed presentations at state, regional and/or national professional meetings
- Book chapters and books
- Invited presentations at state, regional and/or national professional meetings
- Participation in the scholarly activities of professional societies
- Reviewer for grant proposals

Evidence of ability to serve the University and community

- Membership on departmental, school and/or university committees
- Membership on professional committees at local, state and/or national level
- Professional work for the benefit of the department, school, college and/or university
- Development of new programs

**Denotes mandatory supporting evidence

The criteria set forth below represent the customary criteria a candidate must achieve to be eligible for applying for advancement in rank and/or tenure. Meeting these criteria does not guarantee advancement in rank or obtainment of tenure.

Associate Professor – Tenure Track – Criteria

Customary supporting evidence

Appointment or promotion to the rank of Associate Professor ordinarily presupposes the qualifications for the rank of Assistant Professor and the following qualifications in addition:

Possession of a doctorate is preferred. An exception may be made for an individual with a master’s degree in faculty member’s discipline or related field

- Where such practices are customary in a discipline, certification by the appropriate credentialing board of sufficient skill and knowledge to practice a particular specialty

Evidence of continuing and increasing ability to teach effectively on a university level

- Student evaluations (on University form) from current students or recent graduates (within 3 years) **
- Course evaluations which are average to above average or show improvement over time**
- Evaluations (on University form) from Saint Louis University faculty who are knowledgeable of the candidate’s performance and abilities **
- Use of current literature to support instructional design
- Use of current literature to support course content
- Innovative or creative teaching methodologies
- Involvement in curriculum and program development
- Student advising related to courses taught
- Direction of student research activities
- Guidance of clinical / professional students
- Development of new courses
- Awards for recognition of outstanding teacher at the college, university or professional levels.

Evidence of continuing and increasing ability to advise students effectively in academic matters

- Formal advising assignments

Evidence of continuing and increasing achievement in scholarship and research, particularly scholarly publication and other academically recognized creative achievements

- Peer-reviewed publications**
- Applies consistently to obtain external funding; or maintains external funding for scholarship
- Direction of, or significant participation in, research projects**
- Project director on grants or contracts
- Invited or scholarly presentations at state, or regional and/or national professional meetings
- Book chapters and books
- Participation in the scholarly activities of professional societies
- Reviewer for internal grant proposals
- Reviewer for peer-reviewed journals
- Editor or member of editorial board of peer-reviewed journals
- Professional consultative service

**Denotes mandatory supporting evidence

The criteria set forth below represent the customary criteria a candidate must achieve to be eligible for applying for advancement in rank and/or tenure. Meeting these criteria does not guarantee advancement in rank or obtainment of tenure.

**Associate Professor – Tenure Track – Criteria
(Continued)**

Customary supporting evidence

Evidence of continuing and increasing service to Saint Louis University and community

- Membership on departmental, school and/or university committees
- Membership on professional committees at local, state and/or national level
- Participation in and leadership of committees within the department, school, and/or university
- Participation in and leadership of professional societies, and/or community organizations of significance
- Professional work for the benefit of the department, school, college and/or university
- Development of new programs
- Professional work that has local, state, or national recognition

Evidence of national recognition by colleagues in the same discipline, both inside and outside the university, as possessing the appropriate skill and knowledge of the field

- Evaluations (on University form) from Saint Louis University faculty who are knowledgeable of the candidate's performance and abilities**
- Evaluation letters of the candidate from individuals outside the University who are ordinarily above the rank being sought and who can evaluate the candidate's performance and abilities, including scholarship**

**Denotes mandatory supporting evidence

The criteria set forth below represent the customary criteria a candidate must achieve to be eligible for applying for advancement in rank and/or tenure. Meeting these criteria does not guarantee advancement in rank or obtainment of tenure.

Professor – Tenure Track – Criteria

Customary supporting evidence

Appointment or promotion to the rank of Professor ordinarily presupposes the qualifications for the rank of Associate Professor and the following qualifications in addition:

Possession of a doctorate

- Where such practices are customary in a discipline, certification by the appropriate credentialing board of sufficient skill and knowledge to practice a particular specialty

Evidence of continuing and increasing ability to teach effectively on a university level

- Student evaluations (on University form) from current students or recent graduates (within 3 years)**
- Course evaluations which are above average or show improvement over time**
- Evaluations (on University form) from Saint Louis University faculty who are knowledgeable of the candidate’s performance and abilities**
- Use of current literature to support instructional design
- Use of current literature to support course content
- Innovative or creative teaching methodologies
- Involvement in curriculum and program development
- Student advising related to courses taught
- Direction of student research activities
- Guidance of clinical / professional students
- Development of new courses
- Awards for recognition of outstanding teacher at the college, university or professional levels.

Evidence of continuing and increasing ability to advise students effectively in academic matters

- Formal advising assignments

Evidence of successful and continued productivity in scholarship and research, particularly scholarly publication and other academically recognized creative achievements

- Peer-reviewed publications**
- Sustained external funding for research
- Direction of, or significant participation in, research projects**
- Project director on grants or contracts
- Invited or scholarly presentations at regional, or national and/or international professional meetings**
- Book chapters and books
- Participation in the scholarly activities of professional societies
- Reviewer for external grant proposals
- Reviewer for peer-reviewed journals
- Editor or member of an editorial board of peer-reviewed journals
- Professional consultative service

**Denotes mandatory supporting evidence

The criteria set forth below represent the customary criteria a candidate must achieve to be eligible for applying for advancement in rank and/or tenure. Meeting these criteria does not guarantee advancement in rank or obtainment of tenure.

Professor – Tenure Track – Criteria (Continued)

Customary supporting evidence

Evidence of continuing and increasing service to Saint Louis University and community

- Participation in and leadership of committees within the department, school, and/or university
- Participation in and leadership of professional committees at local, state and/or national level
- Participation in and leadership of professional societies and/or of community organizations of significance
- Professional work for the benefit of the department, school, college and/or university
- Development of new programs

Evidence of national or international recognition by colleagues in the same discipline, as possessing the appropriate skill and knowledge of the field

- Evaluations (on University form) from Saint Louis University faculty who are knowledgeable of the candidate’s performance and abilities**
- Evaluation letters of the candidate from individuals outside the University who are ordinarily at the rank being sought and who can evaluate the candidate’s performance and abilities, including scholarship. The letters should also address the candidate’s contributions and impact on the profession **

**Denotes mandatory supporting evidence

2.4 Minimum Criteria for Appointment or Promotion: Non-Tenure Track

The criteria set forth below represent the customary criteria a candidate must achieve to be eligible for applying for advancement in rank. Meeting these criteria do not guarantee advancement in rank. All candidates must submit: 1) Letters from university faculty who can comment on the candidate's teaching, scholarship, and collegiality; 2) Support or evaluation letters from individuals who are knowledgeable of the candidate's abilities; and 3) Student evaluations.

Instructor – Non-Tenure Track¹ – Criteria

Customary supporting evidence

Appointment to the rank of Instructor ordinarily presupposes the following qualifications¹:

Minimum of a bachelor's degree, master's preferred, in faculty member's discipline or related field

- Where such practices are customary in a discipline, certification by the appropriate credentialing board of sufficient skill and knowledge to practice a particular specialty

Possession of adequate training and preparation for teaching, as appropriate, and as evidenced by degrees earned and by educational and/or professional experience

Respect for the educational philosophy of the university

Possession of the skills, knowledge and ethical integrity expected of a faculty member engaged in teaching, student counseling, and university and community service

Potential to meet the norms for the rank of Assistant Professor, non-tenure tract

**Denotes mandatory supporting evidence

¹ Saint Louis University *The Faculty Manual of Saint Louis University* St Louis, MO: Saint Louis University; 2006

The criteria set forth below represent the customary criteria a candidate must achieve to be eligible for applying for advancement in rank. Meeting these criteria does not guarantee advancement in rank.

Assistant Professor – Non-Tenure Track – Criteria

Customary supporting evidence

Appointment or promotion to the rank of Assistant Professor ordinarily presupposes the qualifications for the rank of Instructor and the following qualifications in addition:

Possession of a minimum of a master’s degree in faculty member’s discipline or related field

- Where such practices are customary in a discipline, certification by the appropriate credentialing board of sufficient skill and knowledge to practice a particular specialty

Evidence of ability to teach effectively on a university level

- Student evaluations (on University form) from current students or recent graduates (within 3 years)**
- Course evaluations which are average to above average or show improvement over time**
- Evaluations (on University form) from Saint Louis University faculty who are knowledgeable of the candidate’s performance and abilities**
- Use of current literature to support instructional design
- Use of current literature to support course content
- Innovative or creative teaching methodologies
- Student advising related to courses taught
- Development of new courses

Evidence of ability to advise students effectively in academic matters

- Formal advising assignments

Evidence of ability to engage in productive scholarly activity

- Evaluations (on university form) from Saint Louis University faculty who are knowledgeable of the candidate’s performance and abilities**
- Publications in non-refereed journals, including lay publications
- Presentations at local, state, regional and/or national professional meetings
- Peer reviewed presentations at local, state, regional and/or national professional meetings
- Book chapters and books

Evidence of ability to serve the university and community

- Membership on departmental, school and/or university committees
- Membership on professional committees at local, state, and/or national level
- Participation in activities of the department, school and/or university
- Professional work for the benefit of the department, school, college or university
- Participation in the acquisition and execution of entrepreneurial funding
- Development of new programs, e.g. community programs

**Denotes mandatory supporting evidence

The criteria set forth below represent the customary criteria a candidate must achieve to be eligible for applying for advancement in rank. Meeting these criteria does not guarantee advancement in rank.

Associate Professor – Non-Tenure Track – Criteria
 Appointment or promotion to the rank of Assistant Professor ordinarily presupposes the qualifications for the rank of Assistant Professor and the following qualifications in addition:

Customary supporting evidence

Possession of a doctorate, preferred, or master's degree is required	<ul style="list-style-type: none"> • Where such practices are customary in a discipline, certification by the appropriate credentialing board of sufficient skill and knowledge to practice a particular specialty
Evidence of continuing and increasing ability to teach effectively on a university level	<ul style="list-style-type: none"> • Student evaluations (on University form) from current students or recent graduates (within 3 years) ** • Course evaluations which are average to above average or show improvement over time** • Evaluations (on University form) from Saint Louis University faculty who are knowledgeable of the candidate's performance and abilities** • Use of current literature to support instructional design • Use of current literature to support course content • Innovative or creative teaching methodologies • Involvement in curriculum and program development • Student advising related to courses taught • Supervision of student projects • Guidance of clinical / professional students • Development of new courses
Evidence of continuing and increasing ability to advise students effectively in academic matters	<ul style="list-style-type: none"> • Formal advising assignments
Evidence of continuing and increasing achievement in scholarship and research, particularly scholarly publication and other academically recognized creative achievements	<ul style="list-style-type: none"> • Publications based on professional expertise, including lay publications** • Presentations at local, state, regional and/or national professional meetings** • Peer-reviewed publications • Peer reviewed presentations at local, state, regional and/or national professional meetings • Book chapters and books • Invited or scholarly presentations at state, regional and/or national professional meetings • Professional consultative service
Evidence of continuing and increasing service to Saint Louis University and community	<ul style="list-style-type: none"> • Participation in and leadership of committees within the department, school, and/or university** • Participation in professional societies, or community organizations of significance • Participation in activities of the department, school and/or university • Professional work for the benefit of the department, school, college and/or university • Participation in entrepreneurial funding • Development of new programs, e.g. community programs

**Denotes mandatory supporting evidence

The criteria set forth below represent the customary criteria a candidate must achieve to be eligible for applying for advancement in rank and/or tenure. Meeting these criteria does not guarantee advancement in rank or obtainment of tenure.

**Associate Professor – Non-Tenure Track – Criteria
(Continued)**

Customary supporting evidence

Evidence of state and regional recognition by colleagues in the same discipline, as possessing the appropriate skill and knowledge of the field

- Evaluations (on University form) from Saint Louis University faculty who are knowledgeable of the candidate's performance and abilities **
- Support letters of the candidate from individuals who are knowledgeable of the candidate's performance and abilities. These letters may all be from within Saint Louis University**

**Denotes mandatory supporting evidence

The criteria set forth below represent the customary criteria a candidate must achieve to be eligible for applying for advancement in rank. Meeting these criteria does not guarantee advancement in rank.

Professor – Non-Tenure Track – Criteria

Customary supporting evidence

Appointment or promotion to the rank of Professor ordinarily presupposes the qualifications for the rank of Associate Professor and the following qualifications in addition:

Possession of a doctorate, or in special circumstances consideration will be given to a candidate without a doctorate

- Where such practices are customary in a discipline, certification by the appropriate credentialing board of sufficient skill and knowledge to practice a particular specialty

Evidence of continuing and increasing ability to teach effectively on a university level

- Student evaluations (on University form) from current students or recent graduates (within 3 years)**
- Course evaluations which are above average or show improvement over time**
- Evaluations (on University form) from Saint Louis University faculty who are knowledgeable of the candidate’s performance**
- Use of current literature to support instructional design
- Use of current literature to support course content
- Innovative or creative teaching methodologies
- Involvement in curriculum and program development
- Student advising related to courses taught
- Supervision of student projects
- Guidance of clinical/professional students
- Development of new courses

Evidence of continuing and increasing ability to advise students effectively in academic matters

- Formal advising assignments

Evidence of successful and continued productivity in scholarship and research, particularly scholarly publication and other academically recognized creative achievements

- Peer-reviewed publications**
- Presentations at state, regional, and/or national professional meetings**
- Participation in research grants
- Peer reviewed presentations at regional and/or national professional meetings
- Book chapters and books
- Invited or scholarly presentations at regional or national professional meetings
- Professional consultative service

Evidence of continuing and increasing service to Saint Louis University and community

- Participation in and leadership of committees within the department, school, and/or university**
- Participation in professional societies, and/or community organizations of significance
- Participation in extracurricular activities of the Department, School, College, and/or University
- Professional work for the benefit of the department, school, college or university
- Participation in the acquisition and execution of entrepreneurial funding
- Development of new programs, e.g. community programs

**Denotes mandatory supporting evidence

The criteria set forth below represent the customary criteria a candidate must achieve to be eligible for applying for advancement in rank and/or tenure. Meeting these criteria does not guarantee advancement in rank.

**Professor – Non-Tenure Track – Criteria
(Continued)**

Customary supporting evidence

Evidence of regional and national recognition by colleagues in the same discipline, both inside and outside the university, as possessing the appropriate skill and knowledge of the field

- Evaluations (on University form) from Saint Louis University faculty who are knowledgeable of the candidate's performance and abilities**
- Support letters of the candidate from individuals who are knowledgeable of the candidate's performance and abilities, including scholarship. At least two letters must be from outside Saint Louis University **

**Denotes mandatory supporting evidence

2.5 MID-TERM REVIEW

All faculty are eligible for a mid-term review of their progress toward the next rank or for advancement to tenured status. Faculty on the tenure track are required to seek such a formative review. The purpose of this formative mid-term review is to assist the faculty in evaluating their progress towards tenure and promotion and in identifying requirements in need of attention.

2.51 Eligibility for Mid-Term Review

Non-tenure track faculty are eligible to participate in the midterm review. Tenure track faculty are expected to participate in the midterm review. Such a review may be sought as soon as the faculty member has completed at least half of the time requirement for promotion to the next rank or a review for tenure.

2.52 The Mid-Term Review Process

The process for the mid-term review shall be similar to that for the actual application for promotion or tenure. Exceptions are noted below:

- a) Portfolio for Mid-term review – The portfolio for the mid-term review process shall be that used for requesting promotion or tenure review except that the faculty member will not be required to seek outside reviewers or student letters. The portfolio must include:
 1. **Letter from the candidate** to the Doisy College of Health Sciences Rank and Tenure Committee describing how the candidate is meeting and working towards the criteria for advancement by participation in the following activities identified in the current version of the Faculty Manual of Saint Louis University: a) teaching (include teaching activities and presentations to other departments and Schools), b) student counseling and advising activities, c) research and scholarly activities, d) University service including administrative activities, and e) community and professional service.
 2. **Curriculum vitae.**
- b) Mid-term Evaluation Committee – The committee for the mid-term evaluation will consist of current members of the Doisy College Rank and Tenure Committee. When needed, a tenured faculty member whose rank is above the candidate's will be invited to review the candidate's portfolio.
- c) Identification of the Eligible faculty – The Doisy College of Health Sciences Rank and Tenure Committee will identify those eligible for a mid-term review. Faculty who are eligible will be asked to respond in writing to indicate their desire to participate in this review.
- d) Timeline for the Mid-term Review Process – The mid-term process will be completed in the spring semester of the appropriate year.
- e) Procedures for Evaluation – The Doisy College of Health Science Rank and Tenure committee will establish procedures and process for evaluations. The mid-term review process will include a personal meeting between the Committee and the candidate to facilitate mentoring the faculty candidate. All documentation by the Mid-term review committee will be given in writing to the candidate. All tenure track candidates are strongly encouraged to meet with the Chair/Director and the Dean of the College to

review progress toward tenure. For tenure track candidates, a copy of the committee's review will be sent to the chair/Director and to the Dean. All non-tenure candidates are strongly encouraged to meet with the Chair/Director to review progress. For non-tenure track candidates, a copy of the committee's review will be sent to the chair/Director.

3. COLLEGE RANK AND TENURE COMMITTEE

3.1 COMMITTEE MEMBERSHIP

The Doisy College of Health Sciences' Rank and Tenure Committee will consist of three tenured faculty and two non-tenured faculty elected at large. All faculty must be associate professor or above. Election to the committee will be for a three-year term. Initially one faculty will be elected for a three year term, two faculty will be elected for a two year term and two faculty will be elected for a one year term. Thereafter, the terms will be rotating and faculty will be elected each year for a three year term. Elections will be held at large in the fall semester and the committee member's term will begin in the spring semester.

The representative to the University's Rank and Tenure Committee will be a non-voting, ex-officio member of the Edward & Margaret Doisy College Rank and Tenure Committee.

3.2 OFFICERS

Officers of the committee are tenured and will be elected at the first spring semester meeting. The officers will include a chair and secretary. The chair will set the agenda, conduct the meetings and be responsible for all communication outside the committee. The secretary will write, distribute and keep the committee minutes. The secretary will assume the role of the chair if the chair is unable to continue.

3.3 MEETINGS

Dates for the routinely scheduled meetings for the year will be determined at the first meeting of the spring semester. Members are expected to attend all meetings. A quorum of 2/3 of the members must be present in order to conduct business.

3.4 TIMETABLE FOR APPLICATION

During the spring semester, a letter is sent to tenure-track faculty identifying the required documents that need to be submitted to the College R&T Committee and the date of submission the following fall semester.

During the spring semester, a letter is sent to all non-tenure track faculty requesting a response from individuals who want to go up for promotion the next year. Once an affirmative response is received, the R&T Chair sends a subsequent letter identifying the required documents that need to be submitted to the College R&T Committee and the date of submission.

It is the responsibility of all candidates to adhere to the required documentation and deadlines.

4. PERIODIC REVIEW AND AMENDMENTS

A periodic review of this document by the College's faculty will occur every five years. Faculty members may submit a written request to amend this document to the Chair of the College's Rank and Tenure Committee. All proposed amendments, along with the committee's recommendation will be presented to the faculty. A 2/3 vote of the full-time faculty is required for passage of amendments or periodic changes to the manual.