

# **Doisy College of Health Sciences Rank and Tenure Committee Procedures**

**Approved by the Doisy College Rank and Tenure Committee  
on 9-24-09**

### **Electronic availability of DCHS Promotion and Tenure Guidelines and Procedures**

Electronic copies of the DCHS Promotion and Tenure Guidelines and this procedures document are located on Doisy College website.

### **Doisy College of Health Sciences (DCHS) Rank and Tenure Committee membership**

The committee membership is described in the 2007 Promotion and Tenure Guidelines [approved by the University Rank and Tenure Committee, 3-6-2007; Provost approved summer 2007, amended by the DCHS faculty on February 15, 2008] (hereafter referred to as the 2007 Promotion and Tenure Guidelines).

### **Election of committee members to the DCHS Rank and Tenure Committee**

Members of the DCHS Rank and Tenure Committee are elected by the Doisy College faculty.

All eligible faculty (see the 2007 Promotion and Tenure Guidelines) are contacted by a member of the DCHS Rank and Tenure Committee and asked if they are willing to run. An electronic ballot is presented to the Doisy College faculty for two weeks during the month of November. The person with the most affirmative votes is elected to serve. In the event that more than one position is open, the people with the most, second most, etc are elected. Ties are decided by a coin toss. Full-time faculty are eligible to vote including faculty serving in administrative positions.

### **Election of a chair and secretary of the DCHS Rank and Tenure Committee**

Each January, members of the DCHS Rank and Tenure Committee will elect by secret ballot a chair and secretary from the current membership of the committee. Those receiving a majority of the votes are elected. The chair and secretary must be tenured faculty. The chair and secretary serve until the next election.

### **Meetings**

The chair of the DCHS Rank and Tenure Committee schedules and presides at meetings. The first meeting of the committee occurs in January of each year. At that meeting the chair and secretary of the DCHS Rank and Tenure Committee are elected (See Election of a chair and secretary of the DCHS Rank and Tenure Committee).

The DCHS Rank and Tenure Committee meets at least twice each calendar year for organizational purposes, once in January to elect the chair and secretary of the DCHS Rank and Tenure Committee and once to discuss DCHS Rank and Tenure Committee business and the DCHS rank and tenure process. Other meetings of the DCHS Rank and Tenure Committee are scheduled as needed to complete the work of the committee.

Final tenure and/or promotion packets are reviewed and discussed during the fall semester at meetings of the DCHS Rank and Tenure Committee. A quorum of four members is required for these meetings. Decisions of the DCHS Rank and Tenure Committee results are forwarded to the appropriate administration in a timely manner so that the University Rank and Tenure Committee receives the packets by December 1st. Mid-term reviews are conducted in a timely manner during the spring semester.

### **Confidentiality**

Discussion of a candidate's midterm and final review are confidential, but the findings will be discussed with the appropriate university personnel.

At the discretion of the chair of the DCHS Rank and Tenure Committee the deliberations of the committee could be shared with appropriate individuals such as the DCHS Dean, the DCHS representative to the University Rank and Tenure Committee, or the candidate's chair.

**Conflict of interest**

Members of the DCHS Rank and Tenure Committee should recuse themselves from deliberating on a midterm review or final review if they believe they have a conflict of interest.

Typically, members of the DCHS Rank and Tenure Committee cannot review or vote on the midterm or final review packet of their chair or director.

Members of the DCHS Rank and Tenure Committee cannot write colleague recommendations for candidates being considered for a final review.

When a member of the DCHS Rank and Tenure Committee goes up for midterm or final review, the member must recuse him- or herself from deliberations and voting on their midterm or final review packet.

**Conducting a midterm review for tenure and/or promotion**

The general procedures for the midterm review are described in the 2007 Promotion and Tenure Guidelines.

All members of the DCHS Rank and Tenure Committee are expected to thoroughly read each midterm review packet.

The packet is reviewed against the criteria described in the applicable DCHS Promotion and Tenure Guidelines.

Midterm reviews are not voted on, rather the committee uses consensus to reach its findings.

After the packet is presented and discussed, the committee meets with the candidate to discuss the committee's findings and to answer questions.

The findings of a midterm review should indicate if the members of the DCHS Rank and Tenure Committee believe the candidate is, or is not, on track for tenure and / or promotion. If a candidate is not on track for tenure and / or promotion, areas where the candidate should improve are communicated in writing to the candidate, the candidate's department chair, and the DCHS Dean. If a candidate is on track for tenure and / or promotion, this is communicated in writing to the candidate, the candidate's department chair, and the DCHS Dean.

**Conducting a final review for tenure and / or promotion**

All members of the DCHS Rank and Tenure Committee are expected to thoroughly read each final review packet. The chair of the DCHS Rank and Tenure Committee assigns members of the committee as first and second readers. The first reader presents the information from the packet to the committee and prepares a draft letter stating the committee's decision and findings. If the first reader is unable to present the packet or write the draft of the committee's findings, the second reader assumes this role.

The packet is reviewed against the criteria described in the applicable DCHS Promotion and Tenure Guidelines.

After the packet is presented and discussed, a vote indicating support or non-support of the candidate's tenure and / or promotion is taken. The Chair of the DCHS Rank and Tenure Committee votes only to break a tie. The majority of committee members' votes indicating support or non-support of the candidate's tenure and / or promotion represents the decision of the DCHS Rank and Tenure Committee. The decision of the DCHS Rank and Tenure Committee indicating support or non-support (including the vote count) is included in a letter communicating the decision to the DCHS Dean. This letter becomes part of the candidate's packet.

After the vote of the DCHS committee is taken, the DCHS representative to the University's Rank and Tenure Committee is invited to attend the meeting. At that point the DCHS representative can ask for clarification of the vote

The decision (support/non-support; not the vote count) of the DCHS Rank and Tenure Committee is communicated to the candidate and the department chair by the chair of the DCHS Rank and Tenure Committee.

**DCHS Rank and Tenure Committee communication**

The chair of the DCHS Rank and Tenure Committee is the official spokesperson for the committee.

**Timelines for midterm reviews and submission of final tenure packet**

Faculty who have been in a tenure-track position for 2.5 years must receive a midterm review in the spring.

Faculty in a tenure-track position must submit their final packet for consideration for tenure and advancement in rank in the fall of their sixth year. According to the current Faculty Manual, in some instances faculty may submit packets for consideration of tenure outside of the typical time period. These exceptions include: 1. Faculty who have a University contract that granted years toward tenure, 2. Faculty who have an approved extension of the tenure probationary period, and 3. Faculty requesting an early consideration for tenure. The faculty member has the responsibility to apply for advancement (whether for promotion or tenure, or both).

**Procedure to identify faculty for a mid-term review**

In February of each year the chair of the DCHS Rank and Tenure Committee will determine which faculty in tenure track positions should be submitting a midterm review packet in the spring of the current year.

Information regarding hiring dates and expected dates for submission of final packets for consideration of tenure can be obtained through the Dean's office of the DCHS and through Office of the Provost (current contact person is Arlene Hock 977-2225).

**Faculty notification to request a midterm review**

In February of each year the chair of the DCHS Rank and Tenure Committee will send out a general email notifying all faculty of the procedures for requesting a midterm review. Faculty will be asked to notify the chair of the DCHS Rank and Tenure Committee by the third Monday of March if they are intending on requesting a midterm review. The general procedures for the midterm review are described in the 2007 Promotion and Tenure Guidelines.

In February of each year the chair of the DCHS Rank and Tenure Committee will individually email faculty in tenure-track positions whose "tenure clock" is at 2.5 years indicating that they must complete a midterm review in the spring of the current year. This is done as a courtesy, faculty should be aware of when their packets for midterm review are due.

**Procedure to identify faculty eligible for promotion and / or tenure**

In February of each year the chair of the DCHS Rank and Tenure Committee will determine which faculty should be submitting a final packet for advancement in rank with tenure in the fall of the current year. Also in February of each year the chair of the DCHS Rank and Tenure Committee will determine which faculty could submit a final packet for advancement in rank in the fall of the current year.

Information regarding hiring dates and expected dates for submission of final packets for consideration of promotion and / or tenure can be obtained through the Dean's office of the DCHS and through Office of the Provost (current contact person is Arlene Hock 977-2225).

**Faculty notification to request a final review for promotion and / or tenure**

In February of each year the chair of the DCHS Rank and Tenure Committee will send out a general email notifying all faculty of the procedures for requesting a final review for tenure and or advancement in rank. Faculty will be asked to notify the chair of the DCHS Rank and Tenure Committee by the third Monday of March if they are intending on requesting a final review.

In February of each year the chair of the DCHS Rank and Tenure Committee will individually email faculty in tenure-track positions who are required to submit final packets for tenure in the fall of the year. This is done as a courtesy, faculty should be aware of when their packets for final review are due.

### **Procedure when a faculty member goes up for tenure and or advancement in rank after tenure**

See the section *Packets for advancement in rank and or tenure* near the end of this document for information describing some of the items (i.e. number of evaluative (or support) letters, colleague recommendations, and student evaluations to include.

The candidate's letter describing his or her activities as a faculty member, supporting information, and CV (Use DCHS CV format) are due to the department chair the second Monday of September.

#### Names for evaluative (or support) letters

By the third Monday of July the candidate should provide the department chair with names of 5 people who could write evaluative (or support) letters. Typically these people are at or above the academic rank being sought. For each name provide 1. contact information, 2. the person's academic rank, 3. a brief rationale describing why the person is appropriate for the task, 4. if a person is not in academia, or is below the rank being sought, a rationale describing why this is appropriate should also be given.

By the last Friday of August the department chair will determine who to contact from the list and make certain that they are willing to write an evaluative (or support) letter. People who agree to write an evaluative (or support) letter will be given a copy of the candidate's letter describing activities as a faculty member here at Saint Louis University, a copy of the candidate's CV, and the appropriate Doisy College Promotion and Tenure Guidelines. If the candidate wishes, representative examples of the candidate's scholarly work may be provided.

By the second Wednesday of September the department chair should mail a copy of candidate's letter, CV, and appropriate Doisy College Promotion and Tenure Guidelines to people writing evaluative (or support) letters.

People writing evaluative (or support) letters should return their letters to the department chair by the second Friday of October.

#### Names for Saint Louis University colleague recommendations

By the third Monday of July the candidate should provide the department chair with names of 5 people who could write colleague recommendations. Typically these people are at or above the academic rank being sought. For each name provide 1. contact information, 2. the person's academic rank, 3. a brief rationale describing why the person is appropriate for the task, 4. if a person is below the rank being sought, a rationale describing why this is appropriate should also be given.

By the last Friday of August the department chair will determine who to contact from the list and make certain that they are willing to write a colleague recommendation.

Colleague recommendations are due to the department chair by the second Monday of September.

#### Names for student evaluation

By the third Monday of July the candidate should provide the department chair with names of 6 to 8 students who could complete a student evaluation form. For each name provide the contact information.

By the last Friday of August the department chair will determine who to contact from the list and make certain that they are willing to complete a student evaluation.

Student evaluations are due to the Department chair by the second Monday of September.

#### Requesting, mailing of materials, and compiling of final packet

The department chair will handle requesting and collecting evaluative (or support) letters, colleague recommendations and student evaluations.

The department chair will compile the candidate's final packet which includes the candidate's letter and supporting information, the candidate's CV, the chairman's recommendation, evaluative (or support) letters, colleague recommendations, and student evaluations. The department chair will provide the Doisy Rank and Tenure Committee with the original and 6 copies of the candidate's final packet by third Wednesday of October.

**Procedure for submission of final packets when a chairperson, associate dean or assistant dean goes up for tenure and or advancement in rank after tenure**

See the section *Packets for advancement in rank and or tenure* near the end of this document for information describing some of items (i.e. number of evaluative (or support) letters, colleague recommendations, and student evaluations to include.

Faculty serving as chair are not required to have a department chair recommendation. Faculty serving as associate dean or assistant dean who also hold a faculty appointment in a department or program must have an additional evaluative letter from the respective chairperson of that department or program.

The candidate's letter describing his or her activities as a faculty member, supporting information, and CV (Use DCHS CV format) are due to the Dean's Office by the second Monday of September.

Names for evaluative (or support) letters

By the third Monday of July the candidate should provide the Dean with names of 5 people who could write evaluative (or support) letters. Typically these people are at or above the academic rank being sought. For each name provide 1. contact information, 2. the person's academic rank, 3. a brief rationale describing why the person is appropriate for the task, 4. if a person is not in academia, or is below the rank being sought, a rationale describing why this is appropriate should also be given.

By the last Friday of August the Dean will determine who to contact from the list and make certain that they are willing to write an evaluative (or support) letter. People who agree to write an evaluative (or support) letter will be given a copy of the candidate's letter describing activities as a faculty member here at Saint Louis University, a copy of the candidate's CV, and the appropriate Doisy College Promotion and Tenure Guidelines. If the candidate wishes, representative examples of the candidate's scholarly work may be provided.

By the second Wednesday of September, the Dean's Office should mail a copy of candidate's letter, CV, and appropriate Doisy College Promotion and Tenure Guidelines to people writing evaluative (or support) letters.

People writing evaluative (or support) letters should return their letters to the Dean's Office by the second Friday of October.

Names for Saint Louis University colleague recommendations

By the third Monday of July the candidate should provide the Dean with names of 5 people who could write colleague recommendations. Typically these people are at or above the academic rank being sought. For each name provide 1. contact information, 2. the person's academic rank, 3. a brief rationale describing why the person is appropriate for the task, 4. if a person is below the rank being sought, a rationale describing why this is appropriate should also be given.

By the last Friday of August the Dean will determine who to contact from the list and make certain that they are willing to write a colleague recommendation.

Colleague recommendations are due to the Dean's Office by the second Monday of September.

Names for student evaluations

By the third Monday of July, the candidate should provide the Dean with 6 to 8 names of students who could complete a student evaluation form.

By the last Friday of August the Dean will determine who to contact from the list and make certain that they are willing to complete a student evaluation.

Student evaluations are due to the Dean's Office by the second Monday of September.

Requesting, mailing of materials, and compiling the final packet

The Dean's office will handle requesting and collecting evaluative (or support) letters, colleague recommendations, and student evaluations.

The Dean's Office will compile the candidate's final packet which includes the candidate's letter and supporting information, the candidate's CV, evaluative (or support) letters, colleague recommendations, and student evaluations. The Dean's Office will provide the Doisy Rank and Tenure Committee with the original and 6 copies of the candidate's final packet by the third Wednesday of October.

**Procedure for external evaluative letters**

The purpose of the external review is to request that people external to the university, who are recognized authorities in the field, evaluate one or more of the candidate's qualifications and accomplishments in the areas of teaching, scholarship, and service (including clinical work).

To avoid a conflict of interest, people who have or have had a close association with the candidate should not be chosen as external reviewers.

External reviewers should be provided with copies of the candidate's letter describing their activities as a faculty member here at Saint Louis University, the candidate's CV, and the appropriate Doisy College Promotion and Tenure Guidelines. If the candidate wishes, representative examples of the candidate's scholarly work may be provided.

External reviewers should be asked to return or destroy any information related to the candidate when they have completed their evaluative letter.

**Procedure for support letters**

The purpose of support letters are to request that people external or internal to the university comment on the candidate's qualifications and accomplishments in the areas of teaching, scholarship, and service (including clinical work). These letters are in addition to the colleague recommendations (on University form).

Reviewers may be provided with copies of the candidate's letter describing their activities as a faculty member here at Saint Louis University, the candidate's CV, and the appropriate Doisy College Promotion and Tenure Guidelines. If the candidate wishes, representative examples of the candidate's scholarly work may be provided.

Reviewers should be asked to return or destroy any information related to the candidate when they have completed their support letter.

**Procedure for considering requests for emeritus faculty status**

The DCHS Rank and Tenure Committee makes recommendations for emeritus faculty status. Faculty seeking emeritus faculty status for the next academic year should submit the request with supporting documentation to the DCHS Rank and Tenure Committee by the second Monday of September.

Information related to the granting of emeritus status can be found in the Faculty Manual and the Retired and Emeritus/a Faculty Policy available on the website of the Office of the Provost.

**Informing Doisy College faculty of the Promotion and Tenure Guidelines and the DCHS Rank and Tenure Committee Procedures**

Each academic year, the current Doisy College Promotion and Tenure Guidelines and procedures will be discussed at a College meeting.

**Informing faculty candidates interviewing for a position at Saint Louis University of the Doisy College Promotion and Tenure Guidelines**

Typically, the chair of the DCHS Rank and Tenure Committee or designated committee member will meet with all interviewed candidates for Doisy College faculty positions to discuss the current Doisy College Promotion and Tenure Guidelines. These individuals will be given a copy of the current Doisy College Promotion and Tenure Guidelines and told how to access the current Saint Louis University Faculty Manual.

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### **Packets for advancement in rank and or tenure**

Candidates, with the assistance of their chair or dean, prepare a packet for advancement in rank and or tenure. Candidates should review the rank and tenure guidelines for mandatory supporting evidence and for examples of customary supporting evidence. The following information is provided to assist the candidate in developing a packet that includes the typical information needed to consider their request for tenure and/or advancement in rank.

#### Candidate letter

All candidates should provide a letter on department letterhead addressed to the Chair of the Doisy College Rank and Tenure committee that describes the candidate's teaching, scholarship, and service over the last 5 years. In instances when the period between advancement in rank exceeds five years, the candidate may give a brief description of the earlier time period, but should concentrate on the last five years of activity. Candidate's letters should clearly indicate where supporting evidence can be found in the packet. Candidates should indicate the percent effort (teaching, scholarship, service agreed to by the candidate and chairperson or Dean over the five year period. Candidate letters should not be a simple narration of their CV, rather candidates should discuss how their teaching, scholarship, and service has evolved over the evaluation period, and how they expect their teaching, scholarship, and service to develop over the next several years.

#### Curriculum vita

Candidates should provide a current curriculum vita. Please use the Doisy College curriculum vita format located on the T-drive.

#### Teaching philosophy

Candidates should provide a statement of their teaching philosophy.

#### Teaching assignments

Along with the narrative in the candidate letter describing teaching, the candidate should provide a table showing the courses taught by semester, typical enrollment, and role in course (i.e. lecturer, course coordinator, etc.).

#### Appendices

Materials supporting the candidate's tenure request and/or advancement in rank (e.g. teaching evaluations) can be included in appendices.

#### Chair recommendation

The chair should include their recommendation as part of the candidate's packet. Faculty serving as chair are not required to have a department chair recommendation. Faculty serving as associate dean or assistant dean, who also hold a faculty appointment in a department or program, must have an additional evaluative letter from the respective chairperson of that department or program.

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Evaluative (or support) letters; Saint Louis University Colleague recommendations, Student evaluations

Depending on the type of advancement in rank and or tenure sought evaluative (or support) letters, supporting letters, colleague recommendations and student evaluation will be required (see Table)

<b>Rank sought</b>	<b># evaluative letters needed</b>	<b># of support letters needed</b>	<b># of colleague recommendations*</b>	<b># student evaluations needed on university forms</b>
<u>Tenured or Tenure-</u>				
Assistant Professor	Not applicable	Not applicable	Two	Four
Associate Professor	Two	Not applicable	Two	Four
Professor	Three	Not applicable	Two	Four
<u>Non-tenured</u>				
Assistant Professor	Not applicable	Not applicable	Two	Four
Associate Professor	Not applicable	Two	Two	Four
Professor	Not applicable	Three	Two	Four

**\*Colleague recommendations are referred to as Evaluations (on University form) in the 2008 Promotion & Tenure Guidelines**

### **Timeline Overview for tenure and / or advancement in rank**

Depending on rank sought, not all items (i.e. evaluative [or support] letters) are needed. When a chairperson, associate dean or assistant dean is submitting papers for tenure and / or rank the Dean will serve in the role of chair as described below.

July – third Monday

Candidate provides chair with names of people who could write, evaluative (or support) letters, colleague recommendations, or student evaluations

August – last Friday

Chair or Dean determines who to contact for evaluative (or support) letters, colleague recommendations, and student evaluations and determines their willingness to provide the evaluative (or support) letter, colleague recommendation or student evaluation.

September – second Monday

Candidate provides the chair or Dean with his/ her tenure / promotion packet

Colleague recommendations are due to the chair

Student evaluations are due to the chair

September – second Wednesday

Chair mails candidate's materials (candidate's letter, candidate's letter, CV, and appropriate Doisy College Promotion and Tenure Guidelines) to people writing evaluative (or support) letters

October – second Friday

Evaluative (or support) letters are due to the chair

October – third Wednesday

The original and 6 copies of the final packet (candidates' letter and supporting information, and CV, evaluative (or support) letters, colleague recommendations, chair recommendation, and student evaluations) is due to the chair of the Doisy College Rank and Tenure Committee

## **Timeline Overview for DSHC Rank and Tenure Committee Business**

### January

DCHS Rank and Tenure Committee elects a committee chair and secretary

### February

#### Midterm review

DCHS Rank and Tenure Committee chair notifies all faculty of the procedures for requesting a midterm review

DCHS Rank and Tenure Committee chair individually emails faculty in tenure-track positions whose "tenure clock" is at 2.5 years indicating that they must complete a midterm review in the spring of the current year

#### Final review

DCHS Rank and Tenure Committee chair determines which faculty should be submitting a final packet for tenure with advancement in rank in the fall of the current year.

DCHS Rank and Tenure Committee chair determines which faculty could submit a final packet for advancement in rank in the fall of the current year

DCHS Rank and Tenure Committee chair sends out a general email notifying all faculty of the procedures for requesting a final review for tenure and or advancement in rank. Faculty will be asked to notify the chair of the DCHS Rank and Tenure Committee by the third Monday of March if they are intending on requesting a final review

DCHS Rank and Tenure Committee chair individually email faculty in tenure-track positions who are required to submit final packets for tenure in the fall of the year

### April / May

Midterm reviews are conducted

### September

The DCHS Rank and Tenure Committee meets to discuss business and the DCHS rank and tenure process. The Dean may be invited to participate in these discussions.

When final packets for consideration will be forthcoming the DCHS Rank and Tenure Committee typically meets with the Dean to review the process for review of final packets.

DCHS Rank and Tenure Committee meets to set meeting for review of final packets and to identify first and second readers

### October / November

DCHS Rank and Tenure Committee meets to review final packets

### November

New members to the DCHS Rank and Tenure Committee are elected.