

School of Science and Engineering
DEPARTMENT OF BIOMEDICAL ENGINEERING
Rank and Tenure Procedures and Criteria

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PREAMBLE

The Department of Biomedical Engineering provides the opportunity for faculty to advance their tenure status and rank. Biomedical Engineering offers BS, Accelerated MS, MS and PhD degrees in Biomedical Engineering. The Accelerated MS, MS and PhD degrees are primarily research focused with graduate students engaged in externally funded research. A non-thesis and project Accelerated MS and MS degrees are also offered.

Faculty in the department are involved in laboratory, theoretical, and computational research. Courses taught include required courses, discipline specific undergraduate courses, specialized graduate courses, and lab courses.

Students graduating from the department are expected to initiate careers in the medical products industry, clinical engineering, or other engineering industry positions. They often continue their education elsewhere in other graduate programs or professional programs like medical school or law school.

I. PROMOTION FOR TENURED AND TENURE-TRACK FACULTY

I.A PROCEDURES FOR TENURED AND TENURE-TRACK FACULTY

I.A.1 PROMOTION APPLICATION

A tenured or tenure-track faculty member in the Department of Biomedical Engineering is expected to teach, mentor, perform research, and provide service with a workload distribution that is determined by the Department Chair in consultation with the faculty member and following the School of Science and Engineering workload guidelines.

Tenured and tenure-track faculty in the Department of Biomedical Engineering are evaluated for promotion and/or tenure using the procedures described in The Faculty Manual of Saint Louis University, the SSE Guidelines, and in Department of Biomedical Engineering, Rank and Tenure Procedures and Criteria. Should content of this document conflict with revisions to the *Faculty Manual*, the content will be superseded accordingly.

Ordinarily, candidates are eligible to apply for advancement to the next rank after five years at their current status. For eligible faculty, the Department Chair initiates the promotion and tenure processes upon notice from the faculty member of an intention to apply for promotion and/or tenure. The request should come from the faculty member in the Spring semester preceding the year that the faculty member wishes to be reviewed. The faculty member, together with the Department Chair and mentor, begins the process of collection of relevant data. The faculty member and the Department Chair will coordinate materials, such as a complete CV, a research statement, and publications that will be needed for external review, to be submitted to the Chair by the deadline in the SSE Guidelines.

By the deadline in the SSE Guidelines of the same year, the candidate must submit to the Department Chair a package complete with supporting materials for their performance in teaching, research, service, mentoring, and, when appropriate, administration. The package should follow the format specified by the School of Science and Engineering (SSE) and will include an updated full CV and Candidate statement. The Chair, in consultation with the candidate, selects a non-Departmental faculty member for a colleague letter, ordinarily from a colleague at a higher rank, which serves as 1 of 2 colleague letters required by the SSE Guidelines. The second (2 of 2) colleague letter will be from the department committee as described below.

The Chair will constitute a department committee comprised of three of the department's tenured Professors. The committee will review the dossier and prepare a letter of recommendation on behalf of the department to be included with the candidate's dossier. The department committee must vote on each promotion and tenure case, and the result of their vote must be included in their letter. These additional items must be included in the letter if appropriate: department committee vote, the rationale for the vote, explanation of dissenting votes including the specific concerns that lead to dissenting votes. In the event that three Biomedical Engineering Professors with tenure are not available, the chair may choose from tenured professors with a secondary appointment in Biomedical Engineering. The department chair will not participate in the drafting or editing of the departmental letter. The department chair will prepare a letter of recommendation to be included with the candidate's dossier. The department chair letter counts as a vote for or in dissent of a candidate's application. The chair letter must clearly express their support or dissent.

Assessment of academic excellence and deliberations of the University's Rank and Tenure Committees are assisted by external review letters that accompany recommendations for promotion. Letters from a minimum of three external reviewers are necessary for promotion to Associate Professor and Professor. The candidate submits at least five names of individuals external to the university to potentially serve as reviewers of their dossier. The reviewers will be selected consistent with the SSE definition of conflict of interest. In addition to the five names provided by the candidate, the Department Chair, in consultation with the mentor, if applicable, will select additional names. The Department Chair will select reviewers who are able to evaluate the candidate on the basis of material provided. Reviewers will be provided with the candidate's vita, research statement, publications, and the Department's criteria for promotion.

The Department chair will assemble the colleague evaluations, external reviewer evaluations, and the letter from the Department Chair into a single document with the candidate's materials, and forward to the Dean of the School (see the SSE specified format for a list of all required material).

I.A.2 MENTORING AND EVALUATION OF PRE-TENURE FACULTY

It is the goal of the Department of Biomedical Engineering that new faculty have every opportunity to succeed in teaching, research, mentoring, and service. To help foster this success, the Department Chair will assign a faculty mentor to each new faculty member of the Department of Biomedical Engineering. A "mentor" is defined as a faculty member of higher rank that will help to advise the faculty member when questions arise concerning the teaching, research, mentoring, and service activities of academic life. The new faculty member will be made aware of their progress at the departmental level in the form of annual evaluation, provided by the Department Chair. However, satisfactory performance on annual evaluations is not sufficient to obtain promotion and tenure. A more complete and thorough evaluation that provides a better measure of progress toward promotion and tenure comes in the Midpoint Review.

I.A.3 MIDPOINT REVIEW PROCESS

In a tenure-track faculty member's third year, the Department will conduct a thorough review of the faculty member's progress toward promotion and tenure according to the deadlines in the SSE Guidelines. The candidate will submit a dossier following the required promotion format, including a 1–2 page candidate statement for teaching and research. The Chair will provide a review summary letter evaluating each aspect of performance related to departmental guidelines for the next promotion along with the faculty member's dossier to the SSE TPSDL committee. The TPSDL committee will review the package and provide an evaluation letter to the Dean. The Dean will meet with the candidate to discuss the evaluation and progress towards promotion and tenure. Midpoint reviews are included in the dossier that is forwarded to the University Committee on Academic Rank and Tenure.

I.A.4 MENTORING OF POST-TENURE FACULTY

The Department of Biomedical Engineering gives Associate Professors the option to continue their mentoring from both internal and external mentors.

I.B CRITERIA FOR TENURED AND TENURE-TRACK FACULTY

I.B.1 PROMOTION TO ASSOCIATE PROFESSOR WITH TENURE

A promotion to Associate Professor with Tenure requires the candidate to have achieved a national reputation in their respective field with a trajectory suggesting further success, distinction and impact. The faculty dossier should therefore contain evidence and examples for this achievement as outlined below. Note that a candidate is expected to exceed the minimum required performance in at least one category as well as meet the minimum outlined requirements in all categories.

I.B.1.a Teaching

The Department of Biomedical Engineering places a strong emphasis on the education and training of students at the baccalaureate, master's, and PhD level(s). Consequently, a significant emphasis is placed on teaching. The means by which the department evaluates an individual's teaching will include at least 3 different measures, such as peer evaluations indicating a motivated, highly prepared instructor who creates an appropriate learning environment, a Chair's evaluation indicating a motivated, highly prepared instructor, whose students achieve a C- or better about 80% of the time, and course evaluations with candidate self-reflection indicating that the instructor can receive constructive feedback and improve upon the course. A review of examinations, course syllabi, and other related materials could also be used, where exams are evaluated for rigor and appropriate content and syllabi are evaluated against the applicable standard, currently the SSE syllabus template. Participation in professional development activities related to teaching is an essential component as well. These measures should indicate professionalism, rigor, and a trajectory towards excellence.

Each faculty member will have a teaching assignment that is governed by the department's needs and the faculty member's workload distribution as determined by the Chair on an annual basis. These assignments should include at least two different courses with at least one of the two courses at the undergraduate level during the pre-tenure period. A faculty member's assignments may require development of new courses or modification of existing courses.

I.B.1.b Mentoring

The candidate for promotion must provide quality mentoring, including undergraduate and graduate students, postdoctoral fellows, and/or support staff. They must demonstrate a reasonable knowledge of the policies and procedures of the Department and University that apply to mentoring. Faculty are expected to have PhD, MS, and undergraduate students in the lab. Measures of successful undergraduate student mentoring include: 1) providing academic and professional advice and references that leads to placement in a first professional position 2) training in independent research that leads to graduate or medical school placement, or employment in a research setting. For graduate students, faculty members must demonstrate a strong commitment to retaining and successfully graduating their graduate students. During tenure evaluations, the focus will be on the faculty's ability to effectively guide MS and PhD

students through their programs and degrees. The evaluation will consider the number of students mentored and the successful progression of the students under the candidates direct supervision.

I.B.1.c Scholarship and Research

Faculty members are expected to develop an active and vibrant research program during the pre-tenure period. The primary measure of research activity will be peer-reviewed publications of original research. Consideration will also be given to research funding, and to a lesser extent, invited lectures, conference presentations (by the faculty member and research students), the number of undergraduate, graduate, and postdoctoral research trainees advised by the faculty member.

Candidates should be publishing at a rate of roughly 2 publications/year towards the end of the pre-tenure period. These publications may include peer-reviewed, archival conference publications (not abstracts), patent applications, or archival journal articles. During the pre-tenure period the candidate must publish a total of at least 3 peer-reviewed original research journal articles in reputable journals as corresponding author based on work completed at SLU (conference papers will not count), plus 2 additional publications such as co-authored peer-reviewed papers, review articles, patent applications, or book chapters. The quality of scholarly work will be assessed using metrics such as acceptance rates, impact factor, H-index, journal quartile and other relevant measures. The citation information source should be Google Scholar, Scopus, Scimago or other comparable citation information. Faculty members are responsible for providing evidence of the quality of their scholarship. These rates and totals apply to candidates who apply early for promotion or tenure, and the rates and totals also apply to candidates who have permission from the Provost to count work not completed at SLU. Candidates are also expected to have presented their research at local and national conferences and given seminars at other departments and institutions.

Another important measure of research activity will be external funding. Faculty are expected to submit on average 1 proposal per year as Principal Investigator to a government agency (averaged over 3 years). Faculty are expected to secure external funding (foundations, government agencies, industry contracts, other external graduate student support) at a level that can support approximately 2 graduate students years prior to consideration for promotion and tenure, where graduate student funding is considered insurance, stipend, and tuition for 12 months. Note that funding such as internal funding, infrastructure, training or center grants, and consulting are welcomed, but could not be the sole funding source for promotion. Multi-year funding as PI with indirect costs included are preferred.

I.B.1.d. Service

All faculty members are expected to contribute to the Department, School, and University service as the need arises to promote the proper functioning of the community. A candidate is expected to have served on at least three assignments prior to tenure, where at least one is a committee external to the department requiring at least a semester of service. Service and outreach in

support of the university, school and department missions are expected. Professional service is also expected, which could be in the form of engagement with professional societies and conferences, reviewing for scientific journals or grant funding agencies, advisory boards, and editorial duties.

As the Department of Biomedical Engineering needs to function in a cooperative manner, candidates need to demonstrate a willingness to work cooperatively with the faculty and staff in the department. This may take the form of team-teaching courses, working together in the teaching of multiple sections of a given course, collaborative research projects, collaborative publications and serving on committees.

I.B.2 PROMOTION TO PROFESSOR

Promotion to Professor requires the candidate to have achieved an international reputation in their respective field with evidence of sustainable distinction and impact. The faculty dossier should therefore contain evidence and examples for this achievement as outlined below. Note that a faculty need not excel in every category but is expected to excel in at least one category as well as meet the minimum outlined requirements in all categories.

I.B.2.a Teaching

The criteria for promotion to Professor are based on the criteria for promotion to Associate Professor described in I.B.1.a with the following modifications:

The requirement for promotion to Professor is broad evidence of expertise in and commitment to teaching of biomedical engineering at both the undergraduate and graduate levels. The candidate for promotion is expected to build upon his or her experience in teaching, including the demonstration of a willingness to critically evaluate new pedagogical innovations. It is also expected that a faculty member will have developed new courses in biomedical engineering. In particular, this includes course(s) in the faculty member's area of specialization. While opportunity for development of new courses may not exist during the time prior to tenure approval, in the long term, a faculty member is expected to develop new course(s).

I.B.2.b Mentoring

The criteria for promotion to Professor are based on the criteria for promotion to Associate Professor described in I.B.1.b with the following modifications:

The candidate for promotion must provide quality mentoring, including undergraduate and graduate students, postdoctoral fellows, visiting scholars, and/or support staff. The candidate would be expected to have successfully graduated MS thesis and PhD graduate students and mentored some undergraduate students in the lab. Further, the candidate is expected to have served on graduate student guidance committees (i.e. thesis and dissertation readers). Additionally, senior faculty members are expected to mentor junior faculty members in the Department of Biomedical Engineering in their teaching and research endeavors.

I.B.2.c Scholarship and Research

The criteria for promotion to Professor are based on the criteria for promotion to Associate Professor described in I.B.1.c with the following modifications:

Faculty members are expected to demonstrate a consistent rate of research activity, as measured by peer-reviewed publications of original research, consistently supervising graduate students in research, the ability to sustain their research program at or above the level at the time of promotion to Associate Professor through internal and external funding, conference presentations (by the faculty member and research students), invited talks at conferences and academic institutions, patents, books and book chapters. The rate of publication should be minimum 1 to 2 journal publications per year during the years after promotion to Associate Professor with Tenure, with the majority of these papers as corresponding author. Candidates for Professor should also provide information on the extent of citation of their work by the scientific community and on journal quality. The quality of scholarly work will be assessed using metrics such as acceptance rates, impact factor, H-index, journal quartile and other relevant measures. The citation information source should be Google Scholar, Scopus, Scimago or other comparable citation information. Faculty members are responsible for providing evidence of the quality of their scholarship.

I.B.2.d Service

The criteria for promotion to Professor are based on the criteria for promotion to Associate Professor described in I.B.1.d with the following modifications:

The requirement for promotion to Professor is evidence of significant service contributions in the University and in professional service. Contributions in service to the University may be measured by the extent of participation in Department, School, or University committees, in serving as chair on committees, or in providing leadership on University Institutes and Centers or local society chapters. Professional service is generally carried out through engineering or scientific societies. Common activities include the organization and moderating of symposia and sessions at scientific meetings and serving on society committees. Participation in peer review of publications and grant proposals as well as assuming journal editorial duties or serving on advisory boards is another important form of professional service. The candidate will continue demonstrating a willingness to work cooperatively with the faculty and staff in the Department.

II. PROMOTION FOR CONTINUING, NON-TENURE-TRACK FACULTY

II.A PROCEDURES FOR PROMOTION OF NON-TENURE-TRACK FACULTY

II.A.1 PROMOTION APPLICATION

Non-tenure-track faculty in the Department of Biomedical Engineering are individuals who are not eligible for tenure but may have renewable appointments. The primary focus of these faculty

is teaching, with some form of service expected. This is typically in an 80/20 teaching/service workload breakdown, although the workload distribution may be adjusted by the Chair in consultation with the faculty member to address the needs of the department. A non-tenure-track faculty member may perform research or scholarship; this is usually in the form of pedagogy and/or laboratory development but can also include research with students. However, when a NTT faculty member performs research or scholarship outside their workload assignment, they will not be held to research or scholarship standards for promotion.

As per the Policy on Long-Term Non-Tenure Track Contracts, the relationship between promotion in rank and NTT contract duration is as follows. Instructors are only eligible for a 1-year NTT contracts. Assistant Professors are only eligible for 1-year contracts. Associate Professors are eligible for contract lengths of up to 3 years. Professors are eligible for contract lengths up to 5 years. Further the time at rank prior to an application for promotion will typically be 5 years for promotion from Assistant Professor to Associate Professor. The time at rank prior to an application for promotion will typically be 5 years for promotion from Associate Professor to Professor.

Non-Tenure-Track Faculty in the Department of Biomedical Engineering are evaluated for promotion using the procedures specified for non-tenure-track faculty members in The Faculty Manual of Saint Louis University. The process to be followed in the case of promotion of a non-tenure-track faculty member is generally the same as that for tenure-track faculty except that the criteria and information needed are modified to suit the needs of the candidate's role as a non-tenure-track faculty member. Should content of this document conflict with revisions to the *Faculty Manual*, the content will be superseded accordingly.

Supporting documentation and departmental forms are modified as necessary to indicate that promotion in rank, but not tenure, is being considered in the process. The non-tenure-track faculty member can request a performance review of their dossier by the faculty of higher rank before initiating the promotion process.

Possession of the terminal (doctorate) degree is required for all positions above instructor. An exception may be made to this requirement, in rare and unusual circumstances, if all the following are demonstrated: the practical impossibility for the faculty member in question to obtain the doctorate degree; exceptional value in the educational program of the University; and a record of distinguished and recognized service to the profession. Teaching, instruction, and student mentoring are all evaluated as part of promotion eligibility.

Although research is not included among the usual and customary employment expectations of non-tenure-track faculty, participation in related forms of scholarly activity is expected for promotion. Non-tenure-track faculty members share the task of contributing to the fund of knowledge essential to the University's educational endeavor. Furthermore, submission of educational grants related to course and laboratory development and pedagogical development within the Department is encouraged. Teaching pedagogy, including development of new instructional methods or materials, and publishing and reviewing the engineering/scientific literature in engineering/ science education are primary examples of these activities. NTT faculty

members will be provided with professional development support, including funds for travel to conferences and workshops in order to support their professional growth.

For eligible faculty, the Department Chair initiates the promotion processes upon notice from the faculty member of an intention to apply for promotion. The request should come from the faculty member in the Spring semester preceding the year that the faculty member wishes to be reviewed. The faculty member, together with the Department Chair and mentor, begins the process of collection of relevant data.

By the deadline in the SSE Guidelines of the same year, the candidate must submit to the Department Chair a package complete with supporting materials for their performance in teaching, research, service, and, when appropriate, administration. The package should follow the format specified by the SSE and include a full CV and Candidate statement.

The Chair will constitute a department committee comprised of three of the department's Professors. The committee will review the dossier and prepare a letter of recommendation on behalf of the department to be included with the candidate's dossier. The department committee must vote on each promotion and tenure case, and the result of their vote must be included in their letter. These additional items must be included in the letter if appropriate: department committee vote, any recusals, the rationale for the vote, explanation of dissenting votes, and descriptions of dossier content found to be missing or incomplete. In the event that three Professors are not available, the chair may choose Associate Professors with tenure to serve on this committee. The department chair will not participate in the drafting or editing of the departmental letter. The department chair will prepare a letter of recommendation to be included with the candidates dossier. The department chair letter counts as a vote for or in dissent of a candidates application. The chair letter must clearly express their support or dissent.

Standardized student course evaluations currently in use in the Department serve as one source of evidence of teaching competence for non-tenure-track faculty whose job expectations include classroom and laboratory teaching and instruction. Other sources of evidence of teaching competence and course development can also be employed to demonstrate teaching competence. These include, but are not limited to, evaluations by other faculty of instructional activities of the faculty member, student performance on standardized exams and exercises, and teaching awards.

It is expected in a university setting that faculty work cooperatively with other faculty, with students, and with other members of the university community to achieve common goals and objectives.

The Department chair will assemble the colleague evaluations, external reviewer evaluations, and the letter from the Department Chair into a single document with the candidate's materials, and forward to the Dean of the School (see the SSE specified format for a list of all required material).

II.A.2 MENTORING AND EVALUATION OF NON-TENURE-TRACK FACULTY

It is the goal of the Department of Biomedical Engineering that new faculty have every opportunity to succeed. To help foster this success, the Department Chair will assign a faculty mentor to each new faculty member of the Department of Biomedical Engineering. A “mentor” is defined as a faculty member of higher rank who will help to advise the faculty member when questions arise concerning the teaching and service activities of academic life. The new faculty member will be made aware of their progress at the departmental level in the form of annual evaluation provided by the Department Chair. However, satisfactory performance on annual evaluations is not sufficient to obtain promotion. A more complete and thorough evaluation that provides a better measure of progress toward promotion comes in the Third-Year Review.

II.A.3 PROMOTION EXPECTATIONS

The evaluation of non-tenure-track faculty will focus on performance in the classroom and laboratory environments, professional development, and mentoring. Performance in the areas of teaching, scholarship, and service will be evaluated relative to their weight in the employment expectations of individual non-tenure-track faculty members.

The Promotion of non-tenure-track faculty is important to both the academic career of non-tenure-track faculty members and to the vitality and development of the Department. Promotion in rank is earned through the diligent and persistent demonstration of competence in the specified responsibilities of the position, and signals recognizing levels of achievement from colleagues in the Department, School, and wider University community. The core of the evaluation process for promotion is the end result of a carefully executed, faculty peer review.

II.A.4 THIRD-YEAR REVIEW PROCESS

During the third year of a non-tenure-track faculty member’s appointment, the Department will conduct a thorough review of the faculty member’s progress toward promotion. The candidate will submit a dossier following the required promotion format, including a 1–2 page candidate statement. The Chair will provide a review summary letter evaluating each aspect of performance related to departmental guidelines for the next promotion along with the faculty member’s dossier to the SSE TPSDL committee. The TPSDL committee will review the package and provide an evaluation letter to the Dean. The Dean will meet with the candidate to discuss the evaluation and progress towards promotion.

II.B CRITERIA FOR PROMOTION OF NON-TENURE-TRACK FACULTY

II.B.1 PROMOTION TO NON-TENURE-TRACK ASSISTANT PROFESSOR

II.B.1.a Teaching

The Department of Biomedical Engineering views its primary mission to be the education and training of students at the baccalaureate, master's, and PhD level(s). Consequently, a significant emphasis is placed on teaching. The means by which the department evaluates an individual's teaching will include at least 3 different measures, such as tenured faculty, peer, and Chair's evaluation indicating a motivated, highly prepared instructor, whose students achieve a C- or better about 80% of the time, and course evaluations with candidate self-reflection indicating that the instructor can receive constructive feedback and improve upon the course. A review of examinations, course syllabi, and other related materials could also be used. Participation in professional development activities related to teaching is an essential component as well. These measures should indicate professionalism, rigor, and a trajectory towards excellence.

Each faculty member will have a teaching assignment that is governed by the department's needs and the faculty member's workload distribution as determined by the Chair on an annual basis. These assignments may include undergraduate and/or graduate courses. Some faculty member's assignments may require development of new courses or modification of existing courses.

II.B.1.b Mentoring

The candidate for promotion must provide quality mentoring to students and/or support staff. They must demonstrate knowledge of the policies and procedures of the Department and University that apply to mentoring. Measures of successful mentoring include providing academic and professional advice and references that lead to a successful academic and professional career.

II.B.1.c Scholarship and Research

For promotion from Instructor to NTT Assistant Professor, scholarship and research are not a requirement, but will be considered if they were part of the candidate's workload. In that case, faculty members are expected to include evidence of scholarship, in the form of instrument grants, research grants, research publications and presentations, and/or peer reviewed education publications and presentations. It is not a requirement that the publications and grants are as a principal investigator.

II.B.1.d Service

For promotion from Instructor to NTT Assistant Professor, service is not a requirement, but will be considered if it was part of the candidate's workload. In that case, faculty members are expected to have contributed to the Department, School, and University service as needed to

promote the proper functioning of the community. Community and professional service can also be considered; this is particularly important given the University's Jesuit, Catholic mission.

As the Department of Biomedical Engineering needs to function in a cooperative manner, candidates need to demonstrate a willingness to work cooperatively with the faculty and staff in the department. This may take the form of team-teaching courses, working together in the teaching of multiple sections of a given course, collaborative research projects, collaborative publications and serving on committees.

II.B.2 PROMOTION TO NON-TENURE-TRACK ASSOCIATE PROFESSOR

II.B.2.a Teaching

The criteria for promotion to NTT Associate Professor are based on the criteria for promotion to NTT Assistant Professor described in II.B.1.a with the following modifications:

Faculty are expected to participate in teaching and course development across the Biomedical Engineering curriculum, which may include both laboratory courses and lecture courses, and may include both graduate and undergraduate courses.

II.B.2.b Mentoring

The criteria for promotion to NTT Associate Professor are based on the criteria for promotion to NTT Assistant Professor described in II.B.1.b with the following modifications:

The candidate for promotion must provide quality mentoring to undergraduate students, graduate students, teaching assistants, support staff, and/or assigned mentees. They must demonstrate knowledge of the policies and procedures of the Department and the University that apply to mentoring.

II.B.2.c Scholarship and Research

The criteria for promotion to NTT Associate Professor are based on the criteria for promotion to NTT Assistant Professor described in II.B.1.c with the following modifications:

The candidate will demonstrate continued professional development within their area(s) of expertise.

II.B.2.d Service

The criteria for promotion to NTT Associate Professor are based on the criteria for promotion to NTT Assistant Professor described in II.B.1.d with the following modifications:

For promotion to NTT Associate Professor the candidate will have demonstrated contributions to the Department, School, and University.

II.B.2.e Excellence

Candidates for promotion to NTT Associate Professor must demonstrate one of the following:

- (i) evidence of quality teaching and teaching scholarship, which can be measured by one or more of the following: nominations for awards, honors and recognition, peer evaluations, manuscripts in conference proceedings and/or journals in their field, invited talks, guest lectures, and presentations.
- (ii) design and implementation of teaching pedagogy that positively impacts retention and graduation of students in their respective fields. This can be evidenced by published papers and manuscripts, presentations and/or talks focused on pedagogy, and student success metrics specific to individual students impacted by the pedagogy.
- (iii) pursuit of funding, evidenced by the number of projects submitted and supported, diversity of sources that include peer-reviewed competitions to fund teaching, research-of-teaching, and/or biomedical engineering/scientific research activities
- (iv) contributions to the university in terms of committee service, engagement in school-wide initiatives, and/or department level activities that enhance teaching and learning
- (v) engagement of professional service in their field or related fields, including, for example, reviewing abstracts and proposals, organizing or chairing conference sessions or pedagogical workshops, serving as program or ABET evaluator.

II.B.3 PROMOTION TO NON-TENURE-TRACK PROFESSOR

II.B.3.a Teaching

The criteria for promotion to NTT Professor are based on the criteria for promotion to NTT Associate Professor described in II.B.2.a with the following modifications:

Faculty are expected to participate in teaching and course development across the Biomedical Engineering curriculum, including laboratory courses, lecture courses, and includes both graduate and undergraduate courses.

II.B.3.b Mentoring

The criteria for promotion to NTT Professor are based on the criteria for promotion to NTT Assistant Professor described in II.B.1.b with the following modifications:

The candidate for promotion must provide quality mentoring to undergraduate students, graduate students, teaching assistants, support staff, and/or assigned mentees. They must

demonstrate knowledge of the policies and procedures of the Department and the University that apply to mentoring.

II.B.3.c Scholarship and Research

The criteria for promotion to NTT Professor are based on the criteria for promotion to NTT Assistant Professor described in II.B.1.c with the following modifications:

The candidate will demonstrate continued professional development within their area(s) of expertise.

II.B.3.d Service

The criteria for promotion to NTT Professor are based on the criteria for promotion to NTT Assistant Professor described in II.B.1.d with the following modifications:

For promotion to NTT Associate Professor the candidate will have demonstrated contributions to the Department, School, and University, including holding a leadership role at the department, college, or university level.

II.B.3.e Excellence

Candidates for promotion to NTT Professor must demonstrate at least two of the following:

- (i) evidence of quality teaching and teaching scholarship, which can be measured by one or more of the following: nominations for awards, honors and recognition, peer evaluations, manuscripts in conference proceedings and/or journals in their field, invited talks, guest lectures, and presentations.
- (ii) design and implementation of teaching pedagogy that positively impacts retention and graduation of students in their respective fields. This can be evidenced by published papers and manuscripts, presentations and/or talks focused on pedagogy, and student success metrics specific to individual students impacted by the pedagogy.
- (iii) securing funding, evidenced by the number of projects submitted and supported, diversity of sources that include peer-reviewed competitions to fund teaching and/or research-of-teaching activities
- (iv) demonstrated leadership and contributions to the university in terms of committee service, engagement in school-wide initiatives, and/or department level activities that enhance teaching and learning
- (v) demonstrated leadership in professional service in their field or related fields, including, for example, reviewing abstracts and proposals, organizing or chairing conference sessions or

pedagogical workshops, peer reviewed journal editorial responsibilities, serving as program or ABET evaluator.

III. PROMOTION TO EMERITUS / EMERITA STATUS

III.A PROCEDURE FOR ACHIEVING EMERITUS / EMERITA STATUS

A faculty member is responsible for requesting their promotion to emeritus/emerita status by notifying the Department Chair. The candidate submits a letter to the Department Chair by the deadline in the SSE Guidelines of their final year requesting emeritus/a status with a brief rationale for the awarding of emeritus/a status along with a complete curriculum vitae. The candidate needs to clearly outline how they fit the criteria for this status (stated below) and how they will remain professionally active after retirement. The Department Chair will convene a faculty meeting to discuss and vote on the candidate. The Chair will submit a letter to the Dean reflecting the discussion and vote, as well as expressing the Chair's own opinion. All faculty members at the rank of Professor or Associate Professor in the department may vote.

III.B CRITERIA FOR ACHIEVING TO EMERITUS / EMERITA STATUS

Tenured or non-tenure-track faculty members who meet the requirements outlined in the Saint Louis University Faculty Manual and the Retired and emeritus/emerita Faculty Policy on the Provost's web site are eligible for promotion to emeritus/a status. The awarding of emeritus/emerita status is a recognition of a distinguished career of scholarship, teaching or service and is only granted to those faculty members who plan to remain professionally active after retirement.