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Saint Louis University School of Law
Procedures and Standards for Faculty Promotion and/or Tenure

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I. Procedures for All Faculty Promotion and/or Tenure Applications at Saint Louis University School of Law¹

A. Preamble

1. This Section (Section I of this document) establishes the Procedures to be followed in all School of Law promotion cases for both tenure-track and non-tenure track faculty as well as in all tenure cases for tenure-track faculty. In so doing this document interprets *The Faculty Manual* of Saint Louis University and applies its contents to the School of Law, but *The Faculty Manual* takes precedence if this document conflicts with *The Faculty Manual*.
2. The Procedures set forth in this Section govern promotion and tenure recommendations made under the following sets of standards set forth later in this document:
 - a. Standards for Promotion and/or Tenure (for tenure-track or tenured faculty) (Section II below);
 - b. Guidelines for the Evaluation and Promotion of Clinical Faculty (Section III below);
 - c. Guidelines for the Evaluation and Promotion of Legal Analysis, Research, and Communication (LARC) and Academic and Bar Exam Success (ABES) Faculty (Section IV below);
 - d. Guidelines for the Evaluation and Promotion of Administrative (Admin.) Faculty (Section V below);
 - e. Guidelines for the Evaluation and Promotion of Law Library Faculty (Section VI below); and
 - f. Guidelines for the Evaluation and Promotion of the Director of the Law Library – Non-Tenure Track (Section VII below).
3. The Procedures set forth in this Section are based on the long-standing practice, tradition, and character of Saint Louis University School of Law. The basic provisions and goals of the 1980 Resolution, as amended and as restated herein, on faculty governance, faculty appointments, faculty membership, faculty meetings, and visitors are retained. The faculty reaffirms the primary role of its Personnel Committee in the process for making recommendations on promotion and/or tenure.

B. Introduction

1. Promotion in rank and/or the award of tenure requires that the candidate satisfy criteria of excellence stated in the standards or guidelines applicable to the candidate. For example, the standards applicable to a tenure-track candidate may focus on scholarship, teaching, and service, while the guidelines applicable to a non-tenure track candidate may focus on teaching, counseling, and service. The weight to be accorded these various factors of the applicable standards or guidelines may vary according to each candidate's contributions based on their workload assignments.

¹ Section I is based on documents originally adopted by the Faculty of Law on March 8, 2001, and subsequently amended on September 4, 2001; September 11, 2024; and April 2, 2025.

2. The burden is on the candidate under consideration to demonstrate that the criteria for promotion and/or tenure have been fully met.

C. Definitions

1. The “candidate” is, depending on the applicable standards or guidelines, a full-time Instructor, Assistant Professor, Associate Professor, or Professor. The full title of the candidate shall depend on the standards or guidelines applicable to that candidate (e.g., Assistant Professor of Law; Assistant Clinical Professor of Law; Assistant Professor of Legal Analysis, Research and Communication, etc.).
2. The “Dossier” is a document containing the items listed in Section I.E.5.b below.
3. The “Personnel Committee” consists of all full-time tenured full professors at Saint Louis University School of Law. The Dean of the School of Law is a member of the Personnel Committee when the Dean is a tenured full professor. The Personnel Committee shall include additional members for specified purposes as stated in the following subparagraphs.
 - a. Clinical Professors of Law shall be members of the Personnel Committee for purposes of any recommendations regarding appointment or promotion to the rank of Associate Clinical Professor of Law and Clinical Professor of Law; the annual reviews and the third-year review of Assistant Clinical Professors of Law; and the consideration of any nonrenewal determination regarding Clinical faculty.
 - b. Professors of LARC or of ABES shall be members of the Personnel Committee for purposes of any recommendations regarding appointment or promotion to the rank of Associate Professor of LARC or ABES or Professor of LARC or ABES; the annual reviews and the third-year review of Assistant Professors of LARC or ABES; and the consideration of any nonrenewal determination regarding LARC or ABES faculty.
 - c. Admin. Professors shall be members of the Personnel Committee for purposes of any recommendations regarding appointment or promotion to the rank of Admin. Associate Professor or Admin. Professor; the annual reviews and the third-year review of Admin. Instructors and Admin. Assistant Professors; and the consideration of any nonrenewal determination regarding Admin. faculty.
 - d. Professors of Legal Research shall be members of the Personnel Committee for purposes of any recommendations regarding appointment or promotion to the rank of Associate Professor of Legal Research or Professor of Legal Research; the annual reviews and the third-year review of Assistant Professors of Legal Research; and the consideration of any nonrenewal determination regarding Legal Research faculty.
 - e. A Library Professor of Law shall be a member of the Personnel Committee for purposes of any recommendations regarding appointment or promotion to the rank of Associate Professor of Legal Research or Professor of Legal Research; the annual reviews and the third-year review of Assistant Professors of Legal Research; and the consideration of any nonrenewal determination regarding Legal Research faculty.
 - f. Associate Clinical Professors of Law shall be members of the Personnel Committee for purposes of any recommendations regarding the consideration of any nonrenewal determination regarding Clinical faculty.

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- g. Associate Professors of LARC and of ABES shall be members of the Personnel Committee for purposes of any recommendations regarding the consideration of any nonrenewal determination regarding LARC or ABES faculty.
 - h. Admin. Associate Professors of Law shall be members of the Personnel Committee for purposes of any recommendations regarding the consideration of any nonrenewal determination regarding Admin. faculty.
 - i. Associate Professors of Legal Research shall be members of the Personnel Committee for purposes of any recommendations regarding the consideration of any nonrenewal determination regarding Legal Research faculty.
 - j. An Associate Library Professor of Law shall be a member of the Personnel Committee for purposes of any recommendations regarding the consideration of any nonrenewal determination regarding Legal Research faculty.
- 4. A professor is “in residence” when they are teaching for the semester at Saint Louis University School of Law and “not in residence” when they are not teaching for the semester at Saint Louis University School of Law, such as while on sabbatical, on development leave, in phased retirement, or visiting at another institution.
 - 5. The “Chair” of the Personnel Committee is appointed by the Dean from the full-time tenured full professors in residence who are members of that committee.
 - 6. The term “present” shall include in-person attendance and virtual attendance by any method that allows for two-way real-time communication.

D. Credit toward Promotion and/or Tenure at Time of Hire

- 1. A candidate who has served as a full-time, tenure-track faculty member at other ABA-approved law schools may receive credit towards promotion and/or tenure for their teaching, research, and/or service at such schools upon the recommendation of the Personnel Committee and the Dean and with the approval of the Provost. Such credit must have been granted and documented in writing at the time of the initial hiring of the candidate to a tenure-track position. When such credit is granted, a copy of the agreement with the signature of the Dean and the Provost must be included with the candidate’s application for promotion and/or tenure.
- 2. A candidate who has served as a full-time, non-tenure track faculty member at other ABA-approved law schools may receive credit towards promotion for their teaching, service, and/or other professional achievements at such schools upon the recommendation of the Personnel Committee and the Dean and with the approval of the Provost. Such credit must have been granted and documented in writing at the time of the initial hiring of the candidate to a non-tenure track position. When such credit is granted, a copy of the agreement with the signature of the Dean and the Provost must be included with the candidate’s application for promotion.

E. Procedures for Review, Promotion, and/or Tenure if Applicable

1. Meetings of the Personnel Committee

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- a. The Personnel Committee shall ordinarily evaluate the progress, including midpoint and third-year reviews when required, of untenured candidates, Instructor candidates, and Assistant Professor candidates at a meeting of the Personnel Committee towards the end of each spring semester. The Personnel Committee ordinarily shall conduct a preview of any candidate's application for promotion and/or tenure at a meeting of the Personnel Committee toward the end of the spring semester of the calendar year in which the candidate intends to apply for promotion and/or tenure.
- b. The Personnel Committee shall ordinarily evaluate applications of candidates for promotion and/or tenure at a meeting of the Personnel Committee each fall semester.
- c. The quorum for a meeting of the Personnel Committee shall be not less than 80% of all full-time tenured full professors at Saint Louis University School of Law excluding those who are both not in residence and not present at the meeting of the Personnel Committee. However, when the Personnel Committee membership increases per Section I.C.3 because it is conducting an annual review, a midpoint or third-year review, a preview of a promotion application, a promotion application review, or a nonrenewal determination for a non-tenure track candidate, the quorum for the portion of the Personnel Committee meeting concerning such candidate shall be not less than 80% of all professors included in the Personnel Committee per Section I.C.3 excluding those who are both not in residence and not present at the meeting of the Personnel Committee.
- d. Members of the Personnel Committee (as constituted per Section I.C.3) shall make a good-faith effort to attend meetings of the Personnel Committee in person. If in-person attendance is not possible, a member shall make a good-faith effort to inform the Chair of the Personnel Committee in advance of the meeting and shall make a good-faith effort to attend the meeting virtually via video conference rather than telephone alone.
- e. The recommendation in favor of promotion and/or tenure for any tenure-track or tenured candidate requires an affirmative vote of not less than two-thirds of the members of the Personnel Committee present at the meeting, excluding members of the Personnel Committee who are not entitled to vote on that candidate's application as stated in Section I.E.1.h-j. The recommendation in favor of promotion for any non-tenure track candidate requires an affirmative vote of not less than two-thirds of the members of the Personnel Committee (as constituted per Section I.C.3) present at the meeting, excluding members of the Personnel Committee who are not entitled to vote on that candidate's application as stated in Section I.E.1.h-j. Any vote of less than two-thirds of the members of the Personnel Committee is a recommendation against promotion and/or tenure.
- f. Other matters considered by the Personnel Committee require an affirmative vote of a majority of the members of the Personnel Committee present at the meeting.
- g. Any member of the Personnel Committee (as constituted per Section I.C.3) who is not present at a meeting cannot participate or vote in the meeting.
- h. The Dean attends the meeting for the review of any promotion and/or tenure application, but the Dean does not vote or participate in the deliberation because the Dean's required recommendation letter for the candidate counts as the Dean's vote.
- i. Any member of the Personnel Committee (as constituted per Section I.C.3) who writes a colleague letter for a candidate attends the meeting for the review of any promotion and/or tenure application for that candidate, but that member does not vote or participate

in the deliberation for that candidate because their recommendation letter for the candidate counts as their vote.

- j. The School of Law's representative to the University Committee on Academic Rank and Tenure (UCART) attends the meeting for the review of any promotion and/or tenure application, but the UCART representative does not vote or participate in the deliberation because they vote at the UCART level.
- k. All votes of the Personnel Committee shall be by open ballot.
- l. Information about the Personnel Committee's proceedings, deliberations, and recommendations is not to be shared by any person involved in the process except as provided in this section. The Chair of the Personnel Committee shall write a summary of the deliberation and vote on the recommendation for any candidate's application for promotion and/or tenure, which becomes part of the candidate's Dossier forwarded to the Office of Faculty Affairs for consideration by UCART and the Provost. The Dean shall share the Personnel Committee's recommendation on any candidate's application for promotion and/or tenure with that candidate.

2. Preparatory Matters

- a. Early in the spring semester of the calendar year in which the candidate is eligible to apply for promotion and/or tenure, the Chair shall email the candidate inquiring if the candidate intends to apply that year. If the candidate responds to the Chair in the affirmative, the Chair and/or the Dean shall meet with the candidate to discuss the promotion process.
- b. The Chair shall administer the process of obtaining peer teaching evaluations for candidates and the process of obtaining student teaching evaluations from the candidate's past students after consultation with the candidate, and the Chair shall make the peer and student evaluations of a candidate available to the Personnel Committee.
- c. The Chair or the Dean may request specified members of the Personnel Committee to assist the Chair and/or the Personnel Committee. The responsibilities of the Chair and members of the Personnel Committee requested to assist the Chair are limited to the making of reports to the Personnel Committee. It is the responsibility of the Personnel Committee to review each candidate's Dossier and make determinations as to a candidate's fulfillment of the standards for promotion and/or tenure.
- d. Upon receipt of a candidate's application for promotion and/or tenure, the Dean or the Chair shall notify the candidate of the date and time of the meeting of the Personnel Committee and work with the candidate to ensure completion of the candidate's Dossier. The Dean holds primary responsibility for preparing and submitting the candidate's Dossier to UCART by December 1, with the candidate providing all requested materials and information.

3. External Evaluation of Scholarship

- a. In the case of applications for promotion and/or tenure of a tenure-track or tenured candidate, independent, external evaluations of a candidate's scholarship are required.

- b. After consultation with the candidate the Dean and/or Chair shall seek independent, external evaluations of a candidate's scholarship. Such evaluation shall consist of written reviews of each scholarship work by at least two, and no more than four, independent, external experts in a discipline which figures prominently in the work under review. Ordinarily, an expert shall be a tenured law professor. External experts should not be any of the following: (1) research or scholarship mentors within the past five years, (2) current work colleagues, (3) co-authors on papers or grants within the past five years, (4) the candidate's own past mentees, (5) personal or family friends, or (6) former students.
- c. The Chair shall share with the external experts: (1) each scholarship work being reviewed by the external experts, (2) the candidate's curriculum vitae, and (3) the applicable promotion and/or tenure standards. Although being asked only to evaluate the requested scholarship work or works, external reviewers will also be asked for their direct knowledge about the candidate's continuous professional growth and recognition in the field, as evidenced by the candidate's entire body of work including law review articles and other writings, speeches, presentations, and other scholarly activities.
- d. Nothing in this procedure shall require the Dean or Chair to solicit an independent evaluation of a work that the Personnel Committee declines to classify as a "law review article (or equivalent) of high quality" by affirmative vote of a majority of the Personnel Committee.
- e. The ultimate determination of the quality of a candidate's scholarship is made by the Personnel Committee.

4. External Evaluation of Recognition

- a. In the case of applications for promotion of a non-tenure track candidate, the applicable guidelines for that candidate may require independent, external evaluations of a candidate's recognition in their field.
- b. After consultation with the candidate the Dean and/or Chair shall seek independent, external evaluations of a candidate's recognition in their field. Such evaluation shall consist of written letters by two or more independent, external evaluators in the candidate's field, the legal academy, or the practicing bar as appropriate for the guidelines applicable to the candidate. Ordinarily, an external evaluator should not be any of the following: (1) mentors within the past five years, (2) current work colleagues, (3) co-authors on papers or grants within the past five years, (4) the candidate's own past mentees, or (5) personal or family friends.
- c. The Chair shall share with the external evaluators: (1) the candidate's curriculum vitae, and (2) the applicable promotion guidelines. Although being asked only to evaluate the candidate's recognition in their field, external evaluators will also be asked for their direct knowledge about other attributes of the candidate as relevant to the applicable promotion guidelines.
- d. The ultimate determination of a candidate's recognition in their field is made by the Personnel Committee.

5. Candidate Dossier

- a. The Dean and the Chair jointly shall maintain a Dossier for each candidate.

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- b. A candidate's Dossier shall include documentary evidence of the candidate's progress toward promotion and/or tenure, if applicable, including, but not limited to, the following:
 - i. The candidate's curriculum vitae;
 - ii. The candidate's statement, which includes the application letter;
 - iii. Any agreement with the signature of the Dean and the Provost granting the candidate credit toward promotion and/or tenure;
 - iv. External evaluations of the candidate's scholarship for tenure-track or tenured candidates, or external evaluations of the candidate's recognition in the field for non-tenure track candidates;
 - v. The candidate's midpoint or third-year review, when applicable;
 - vi. At least two colleague letters written for the candidate from among the members of the Personnel Committee (as constituted per Section I.C.3);
 - vii. A letter providing the recommendation of the Dean;
 - viii. Evidence of research and scholarly activity and correspondence related thereto, if applicable to the candidate;
 - ix. Evidence of service to the University, School of Law, the legal profession, and/or the community;
 - x. The peer evaluations of the candidate's teaching;
 - xi. The student course evaluations of the candidate's teaching;
 - xii. The candidate's annual reports to the Dean; and
 - xiii. The candidate's activity reports pursuant to the grant of summer research stipends, if any.

Only items (i) through (vii) are documents included in the Dossier forwarded to the Office of Faculty Affairs for consideration by UCART and the Provost.

- c. The Dean and/or the Chair shall provide each candidate with reasonable access to the candidate's Dossier, allowing the candidate to review the file and submit additional items for inclusion in the file.

6. Notice

- a. Prior to a candidate's consideration for review, promotion, and/or tenure by the Personnel Committee, the Chair shall notify each candidate of the scheduled evaluation.
- b. Prior to a candidate's consideration for review, promotion, and/or tenure by the Personnel Committee, in timely fashion and once satisfied that a candidate's Dossier is reasonably complete, the Chair shall notify each member of the Personnel Committee of the

availability of the Dossier for confidential review.

- c. The Chair shall notify in timely fashion any Associate Professors with tenure of their right to give their views at a meeting of the Personnel Committee regarding a tenure-track candidate's appointment or promotion and/or tenure application.
- d. The Chair shall notify in timely fashion any non-tenure track Associate Professors of their right to give their views at a meeting of the Personnel Committee regarding appointment or promotion application to the rank of Associate Professor of any candidate governed by the same promotion guidelines as the non-tenure track Associate Professors.
- e. The Chair shall notify in timely fashion the Director of the Law Library, if not a Professor of Law, of their right to give their views at a meeting of the Personnel Committee regarding appointment or promotion application to the rank of Associate Professor of Legal Research or Professor of Legal Research.

7. Annual and Midpoint/Third-Year Reviews

- a. On an annual basis, near the end of each academic year, the Personnel Committee shall review the progress of each candidate towards promotion and/or tenure, if applicable.
- b. Near the end of a tenure-track Assistant Professor candidate's third academic year, the Personnel Committee will conduct a midpoint review for the purpose of evaluating and advising the candidate of their progress towards tenure. At that time the Personnel Committee shall determine whether the candidate's record reflects satisfactory progress towards tenure. Ordinarily, the Personnel Committee shall expect a candidate to have published (or had accepted for publication) one law review article (or equivalent) of high quality by the time of this review.
- c. Near the end of a non-tenure track Instructor or Assistant Professor candidate's third academic year, the Personnel Committee will conduct a third-year review for the purpose of evaluating and advising the candidate of their progress towards promotion. At that time the Personnel Committee shall determine whether the candidate's record reflects satisfactory progress towards promotion.
- d. As part of the annual review and the midpoint or third-year review, the Chair and Dean shall advise each candidate by joint letter of the Personnel Committee's view of the candidate's progress towards promotion and/or tenure, if applicable. The letter shall include a summary of the Personnel Committee's view of the candidate's progress in each of the principal criteria for review and shall end with a clear summary statement of the Personnel Committee's view of the progress of the candidate toward promotion and/or tenure, if applicable. In the case of the midpoint or third-year review, this letter shall include the Personnel Committee's conclusion that the candidate's progress toward promotion and/or tenure, if applicable, is satisfactory or, if the Personnel Committee did not so conclude, shall specify each area or areas of deficiency and any remedial actions available to resolve the identified deficiencies.
- e. Prior to finalizing the annual review letter or the midpoint/third-year review letter, the Chair and Dean shall circulate a confidential draft of the letter for comment to three members of the Personnel Committee selected by the Personnel Committee for that purpose.

8. Promotion to Associate Professor and/or Tenure Determination

- a. A candidate applies for promotion and/or tenure, if applicable, by submitting to the Dean with a copy to the Chair a candidate statement, which includes the letter of application indicating the candidate's intention to apply, by September 1 of the fall semester in which the candidate is making their application.
- b. Before the Personnel Committee meeting, as required for the candidate's Dossier, the Chair shall solicit at least two colleague letters to be written for the candidate from among the members of the Personnel Committee (as constituted per Section I.C.3).
- c. At the beginning of the meeting to consider any application for promotion and/or tenure, the Personnel Committee shall consider any oral statements from any faculty entitled to notice as specified in Section I.E.6. Thereafter only members of the Personnel Committee for purposes of considering that application (as specified in Section I.C.3) shall attend the meeting.
- d. The basis for the promotion and/or tenure recommendation shall be the candidate's Dossier, oral statements from any faculty entitled to notice as specified in Section I.E.6, colleague letters, and the deliberation of the members of the Personnel Committee (as constituted per Section I.C.3) at the meeting.
- e. After the Personnel Committee meeting, as required for the candidate's Dossier, the Chair shall draft a letter from the Personnel Committee providing information on the vote, the rationale for the recommendation, and explaining any dissenting votes. Separately, the Dean drafts a letter providing the Dean's recommendation, as required for the candidate's Dossier.
- f. Prior to the submission of the candidate's Dossier to the University Committee on Rank and Tenure (UCART), the Dean shall provide the applicant with a written summary of the Personnel Committee's recommendation and the Dean's recommendation. Then the faculty member decides whether to continue or withdraw their application from further consideration.

9. Promotion to Full Professor Determination

- a. An Associate Professor may apply for promotion to the rank of Professor by submitting to the Dean with a copy to the Chair a candidate statement, which includes the letter of application indicating the candidate's intention to apply, by September 1 of the fall semester in which the candidate is making their application.
- b. Before the Personnel Committee meeting, as required for the candidate's Dossier, the Chair shall solicit at least two colleague letters to be written for the candidate from among the members of the Personnel Committee (as constituted per Section I.C.3).
- c. The basis for the promotion recommendation shall be the candidate's Dossier, colleague letters, and the deliberation of the members of the Personnel Committee (as constituted per Section I.C.3) at the meeting. Only members of the Personnel Committee (as constituted per Section I.C.3) shall attend the meeting.
- d. After the Personnel Committee meeting, as required for the candidate's Dossier, the Chair shall draft a letter from the Personnel Committee providing information on the

votes, the rationale for the recommendation, and explaining any dissenting votes. Separately, the Dean drafts a letter providing the Dean's recommendation, as required for the candidate's Dossier.

- e. Prior to the submission of the candidate's Dossier to UCART, the Dean shall provide the applicant with a written summary of the Personnel Committee's recommendation and the Dean's recommendation. Then the faculty member decides whether to continue or withdraw their application from further consideration.

F. Non-renewal of Tenure-Track Faculty

1. Subject to the exception stated in Section I.F.2 and any adjustment of the tenure probationary period under Section II.C below, after an annual review or a midpoint review of a candidate's progress toward tenure or after a negative tenure recommendation, the Personnel Committee may consider a recommendation of non-renewal of the candidate's contract, as provided in *The Faculty Manual* (currently Sec. III.I.1), upon a motion duly made and seconded by at least three members of the Personnel Committee. The Personnel Committee's recommendation of non-renewal requires the affirmative vote of not less than two-thirds of the full tenured professors present at the meeting as provided in the Procedures set forth in Section I of this document. If the Personnel Committee recommends non-renewal, the Dean shall submit that recommendation to the Office of Faculty Affairs for the Provost's decision and, along with that recommendation, the Dean may submit a separate recommendation.
2. Subject to any adjustment of the tenure probationary period under Section II.C below, the contract of a candidate who is not recommended for tenure during their sixth year of full-time teaching at the Saint Louis University School of Law shall not be renewed beyond a one-year terminal contract as provided in *The Faculty Manual* (currently Sec. III.D.1).
3. Other than nonrenewal of contract under this Section I.F, a candidate's contract may be terminated for cause as provided in *The Faculty Manual* (currently Secs. III.I.6, III.H.12.b, and III.I.12-13.) and according to the procedures given in *The Faculty Manual* (currently Secs. III.I.7 and III.I.14-15).

G. Non-renewal of Non-Tenure Track Faculty

1. Renewal of a contract described in Sections III.A.5, IV.A.5, V.A.5, VI.A.5, and VII.A.6 below shall be presumed, and non-renewal is subject to the notice and other requirements provided in *The Faculty Manual* (currently Sec. III.I.1). No Personnel Committee or other faculty action is taken in connection with renewal. Reasons for non-renewal include that person's failure to fully meet all performance expectations or a diminution in the need for a particular position, typically due to weak enrollments or a change in programmatic emphasis. If the Dean intends to request non-renewal of a faculty contract, the Dean shall notify the Personnel Committee of that determination. The Personnel Committee shall review the Dean's determination within 30 days of receiving notice. If, by majority vote of the members present as provided in the Procedures set forth in Section I of this document, the Personnel Committee objects to the Dean's determination, it shall inform the Dean of its objection and provide any supporting materials it deems relevant. The Dean shall transmit the objection and any supporting materials with the Dean's request for termination to the Office of Faculty Affairs for the Provost's decision.

H. Faculty Appointment

1. Law Faculty shall have a right to vote at faculty meetings, including on all full-time faculty appointments and recommendations on visiting and other faculty appointments. Law Faculty is defined as all full-time tenure-track or tenured faculty at any rank and all full-time non-tenure track faculty at any rank at the School of Law pursuant to Article I, DEFINITION OF FACULTY STATUS B. (I) of the Tenure, Promotion and Related Documents 1980-98 Saint Louis University School of Law (as consolidated April 25, 2000, at p. 15), and as amended in 2013 and 2023.
2. The Law Faculty shall appoint an assistant professor, or a law teacher for whom a higher rank is contemplated or, subject to Section I.H.5 below, a law teacher hired for a specified period of time whose contract is not subject to renewal as of the time of hire, or a visiting assistant professor of law or other visiting law teacher not tenured at an ABA-approved law school, by the affirmative vote of three-fourths of the Law Faculty members present, which vote shall include the affirmative vote of the Dean, provided that at least two-thirds of the Law Faculty members in residence are present at the meeting.
3. Grant of tenure and/or rank to faculty members initially hired in the rank of Associate or Full Professor, subject to Section I.H.5 below, shall require a positive recommendation from the Personnel Committee by a vote identical with that for promotion and/or tenure and a positive recommendation from the Dean and the approval of the Provost. The Dean shall transmit those recommendations to the Office of Faculty Affairs, and any grant of tenure and/or rank to a faculty member initially hired in the rank of Associate or Full Professor shall be governed by an agreement in writing, made at the time of hire, signed by the Dean and the Provost with regard to the time frame for any subsequent grant of tenure and/or promotion.
4. Ordinarily, the applicant in Section I.H.2 above shall be interviewed by the faculty. The faculty acknowledges that its decisions affect students and academic programs and development. Consequently, teaching and involvement in academic affairs shall constitute important factors in faculty decisions under Section I.H.2. Prior to the vote on appointment in Section I.H.2, the Dean and the appointments committee shall advise the entire faculty about their judgment on rank and/or tenure of the person seeking appointment.
5. The dean has authority to hire an associate professor of law or professor of law tenured at an ABA-approved law school, with the same rank held at the school where tenured, for a period not exceeding one academic year or two semesters.

II. Standards for Promotion and/or Tenure of Tenure-Track Faculty²

A. Introduction

1. This Section (Section II of this document) is subject to, and must be read and interpreted in

² Section II is based on documents originally adopted by the Faculty of Law on March 8, 2001, and subsequently amended September 4, 2001; September 11, 2024; and April 2, 2025. In addition, Section II of this document now includes the standards for a tenure-track Director of the Law Library originally adopted by the Faculty of Law on September 24, 2003.

conjunction with, the Procedures set forth in Section I of this document. This Section (Section II) establishes the criteria for promotion and/or tenure for tenure-track and tenured faculty at the Saint Louis University School of Law, including for a tenure-track or tenured Director of the Law Library. In so doing this Section (Section II) interprets *The Faculty Manual* of Saint Louis University and applies its contents to the School of Law, but *The Faculty Manual* takes precedence if this document conflicts with *The Faculty Manual*.

2. Promotion in rank and/or the award of tenure requires that the candidate satisfy criteria of excellence in scholarship, teaching, and service. The weight to be accorded these various factors may vary according to each candidate's contributions based on their workload assignments, but scholarship and teaching generally are primary.
3. It is expected that a law professor will engage in research in law and its institutions, and disseminate the results over an entire career. Research and scholarship advance knowledge, enhance teaching, and improve the reputation of the School of Law. Activity showing a long-term commitment to scholarship should begin early in the candidate's career.
4. Teaching and scholarship are inextricably linked. Both should reflect depth of research, high standards of accuracy, reflection and integrity, analytic precision, clarity in language and organization, and a spirit of healthy inquiry into the values and assumptions that underpin law and society.
5. Because the Law Library is integral to the academic reputation of the School of Law, the Director of the Law Library is responsible not only for their own research and teaching but also is responsible for creating a positive academic research environment for the entire School of Law population.
6. The burden is on the candidate under consideration to demonstrate that the criteria for promotion and/or tenure have been fully met.

B. Eligibility

1. The expectation is that a candidate will be considered for tenure in the fall of their fifth academic year (which may include credit granted and documented in writing at the time of the initial hiring by an agreement with the signature of the Dean and the Provost, as provided in the Procedures set forth in Section I.D.1 of this document). A candidate may apply to be considered for tenure before this time, but applicants for tenure are advised to apply no earlier than the fall of the candidate's fourth year of tenure-track teaching at Saint Louis University School of Law. If a candidate applies early for tenure and is unsuccessful, the candidate may reapply before or during the final year of the probationary period. The candidate must apply for tenure before or during the final year of the probationary period.
2. The ordinary expectation is that a candidate will be considered for promotion to the rank of Professor not earlier than during their second year in the rank of tenured Associate Professor at Saint Louis University School of Law (which may include credit granted and documented in writing at the time of the initial hiring by an agreement with the signature of the Dean and the Provost, as provided in the Procedures set forth in Section I.D.1 of this document).

C. Adjustment or Extension of the Tenure Probationary Period

1. A candidate is eligible to apply for an adjustment or an extension of the tenure probationary period, whether or not a leave of absence is involved, in accordance with *The Faculty Manual*

(currently Sec. III.D.1 and Sec. III.E.2) and its Policy on Extension of the Probationary Period That Applies to the Granting of Tenure (currently Sec. III.E.2). The candidate must apply for an adjustment or an extension to the Dean in writing. The candidate's application will be submitted to the Office of Faculty Affairs via the Dean, who will provide a recommendation concerning approval or denial of the application to the Provost with supporting rationale. The Dean shall notify the Personnel Committee if an extension of the tenure probationary period is granted by the Provost.

2. As a member of a law faculty, a candidate is presumed to have knowledge of their rights under law or under any University regulation. The requirement of a written application for an adjustment or extension of the tenure probationary period may not be waived. Tenure expectations for a faculty member who extends the probationary period under this policy are the same as the expectations for a faculty member who has not extended the probationary period.

D. Standards for Promotion of Assistant Professor (or untenured Associate Professor) to Rank of Associate Professor with Tenure

1. In General

The principle underlying the tenure recommendation is that the candidate must demonstrate career-long commitments to excellence in scholarship and teaching. A recommendation of tenure should be made only if there is reason to believe that these commitments will continue.

2. Research and Scholarship

- a. The demonstration of commitment to scholarship has both quantitative and qualitative dimensions. The quantitative aspect requires a sufficient degree of productivity to demonstrate that the candidate will make regular contributions to the body of scholarship throughout their career. The qualitative aspect requires that the candidate's scholarship make meaningful contributions to the relevant literature.
- b. For the grant of tenure to a candidate applying during the candidate's fifth year of teaching or applying earlier, the necessary commitment to scholarship primarily is demonstrated by the production of two law review articles (or equivalent) of high quality following the date of initial appointment to the faculty. The articles (or equivalent) must either be published or accepted for publication. A writing referred to in Section II.D.2.d should be part of the candidate's record so as to provide additional evidence of the candidate's demonstration of commitment to scholarship, unless the candidate has written three or more law review articles (or equivalent) of high quality following the date of initial appointment to the faculty.
- c. For the grant of tenure to a candidate during their sixth year of teaching, the necessary commitment to scholarship primarily is demonstrated by the production of three law review articles (or equivalent) of high quality following the date of initial appointment to the faculty. The articles (or equivalent) must either be published or accepted for publication. A writing referred to in Section II.D.2.d should be part of the candidate's record so as to provide additional evidence of the candidate's demonstration of commitment to scholarship, unless the candidate has written four or more law review articles (or equivalent) of high quality following the date of initial appointment to the faculty.

- d. The candidate's entire body of work, such as speeches, presentations at academic or professional conferences, book reviews, commentaries, essays, and shorter or less analytical law review articles, should provide evidence of the candidate's commitment to scholarly work and professional growth. For the Director of the Law Library, such works may also include articles in peer-reviewed journals in librarianship or law librarianship, bibliographies, indexes, and legislative histories.
- e. The criteria for judging whether a law review article (or equivalent) is of high quality include the level of creativity, analytical rather than descriptive content, care and thoughtfulness of research, originality, level of contribution to the literature, the quality of journal or publisher, and the reactions of peer reviewers. The committee recognizes that the definition of scholarship is dynamic and recognizes the academic freedom of faculty members to engage in non-traditional research.
- f. When a candidate offers a scholarly product (either published or accepted for publication) as the equivalent of a law review article, the candidate should be prepared to demonstrate that the substituted product reflects the same degree of originality, creativity, familiarity with the literature, intellectual inquiry, and effort as a law review article of high quality, and is likely to be used to advance knowledge and understanding of the law and its institutions.

3. Teaching

- a. Education is the primary mission of the School of Law. To be granted tenure a candidate, including the Director of the Law Library, must possess a teaching ability of high quality with demonstrated proficiency and commitment.
- b. Proficiency in teaching includes strong abilities of analysis and synthesis, interest in students and dedication to teaching, enthusiasm in the classroom, innovation and creativity, mastery of and expertise in the subject matter, careful preparation, effective organization, supervision and evaluation, and intellectually challenging presentation.
- c. Commitment to teaching includes responsible performance of teaching-related administrative functions, observance of class time, and regular availability for consultation with students.
- d. Evidence of the candidate's teaching shall include peer evaluations of teaching and student course evaluations of teaching.

4. Service

- a. Commensurate with the demands of teaching and scholarship, a candidate for promotion and/or tenure should have demonstrated their involvement in the affairs of the School of Law or University, the legal profession, and the law teaching profession; in legal service to the community; and, for the Director of the Law Library, in the law library profession.
- b. A faculty member is expected to serve the School of Law and University through committee work and endeavor to improve the quality of the academic environment at the School of Law.
- c. The Director of the Law Library is expected to foster and facilitate research and teaching in the School of Law, for example through collection development and management,

training, professional development, coordination with faculty, and cooperation with other libraries.

- d. Evidence of the candidate's service shall include participation in or leadership of committees or initiatives in the School of Law and the University, as well as in the legal profession, the law teaching or law library profession, or community organizations.

E. Standards for Promotion to Rank of Professor

1. In General

The promotion of a tenured faculty member holding the rank of Associate Professor to the rank of Professor of Law requires that the candidate has continued to satisfy the criteria of excellence in scholarship, teaching, and service required for tenure. A candidate for promotion to the rank of Professor of Law will have exhibited continuous professional growth and attained national recognition.

2. Research and Scholarship

- a. The candidate must have continued to demonstrate a commitment to scholarship.
- b. For the promotion of an Associate Professor with tenure to the rank of Professor of Law during the second year the candidate holds the rank of tenured Associate Professor at Saint Louis University School of Law, the necessary commitment to scholarship primarily is demonstrated by the production of a minimum of one law review article (or equivalent) of high quality following the date of the grant of tenure. The article (or equivalent) must either be published or accepted for publication. Additional law review article(s) (or equivalent) of high quality are expected of candidates who apply for promotion to the rank of Professor of Law after more than two years of teaching following the grant of tenure, and generally the expectation is one article (or equivalent) of high quality for every two years following the grant of tenure. For candidates who apply for promotion to the rank of Professor of Law after more than six years of teaching following the grant of tenure, the expectation is the completion of three law review articles (or equivalent) of high quality in the previous six years.
- c. In addition to the required law review article(s) (or equivalent), the candidate's speeches, presentations at academic or professional conferences, book reviews, commentaries, essays, and shorter or less analytical law review articles following the date of the grant of tenure should provide evidence of the candidate's commitment to scholarly work and professional growth. For the Director of the Law Library, such works may also include articles in peer-reviewed journals in librarianship or law librarianship, bibliographies, indexes, and legislative histories.
- d. The criteria for judging whether a law review article (or equivalent) is of high quality include the level of creativity, analytical rather than descriptive content, care and thoughtfulness of research, originality, level of contribution to the literature, the quality of journal or publisher and the reactions of peer reviewers. The committee recognizes that the definition of scholarship is dynamic and may vary and recognizes the academic freedom of faculty members to engage in non-traditional research.
- e. When a candidate offers a scholarly product (either published or accepted for publication)

as the equivalent of a law review article, the candidate should be prepared to demonstrate that the substituted product reflects the same degree of originality, creativity, familiarity with the literature, intellectual inquiry and effort as a law review article of high quality, and is likely to be used to advance knowledge and understanding of the law and its institutions.

3. Teaching

A candidate for promotion to the rank of Professor of Law, including the Director of the Law Library, should have demonstrated positive professional development as a teacher. Evidence of the candidate's positive professional development as a teacher shall include the same criteria as for promotion to the rank of Associate Professor of Law.

4. Service

A candidate for promotion to Professor of Law should have demonstrated leadership qualities within the University, School of Law, legal profession, and/or law teaching profession commensurate with the demands of teaching and scholarship. The Director of the Law Library should also have demonstrated leadership qualities in the law library profession. Evidence of leadership qualities shall include leading committees or initiatives in the School of Law and the University as well as in the legal profession, the law teaching or law library profession, or community organizations.

III. Guidelines for the Evaluation and Promotion of Clinical Faculty³

A. Introduction

1. This Section (Section III of this document) is subject to, and must be read and interpreted in conjunction with, with the Procedures set forth in Section I of this document. This Section (Section III) establishes the criteria for promotion for clinical faculty at the Saint Louis University School of Law. In so doing, this Section interprets *The Faculty Manual* of Saint Louis University and applies its contents to the School of Law, but *The Faculty Manual* takes precedence if these Guidelines conflict with *The Faculty Manual*.
2. Clinical faculty are non-tenure-track faculty who participate in faculty governance by service on faculty committees, receipt of faculty memoranda, attendance at faculty meetings (including presentations by candidates for faculty positions), voting at faculty meetings, developmental leave rotations, and other rights and responsibilities reasonably similar to other full-time faculty, except for certain perquisites (e.g., sabbaticals) reserved for tenured faculty members.

³ Section III is based on documents originally adopted by the Faculty of Law in Oct. 1999 and subsequently amended Feb. 18, 2005; Feb. 21, 2018; Sept. 20, 2023; and April 2, 2025.

3. Clinical faculty at the rank of Assistant Clinical Professor of Law are appointed on one-year contracts. The satisfactory performance by an Assistant Clinical Professor of Law of the requirements of their position and progress toward promotion leads to their re-appointment on an annual basis, subject to the material modification or termination of such positions by the School of Law.
4. As provided in the Procedures set forth in Section I of this document, the Personnel Committee shall conduct an annual review and a third-year review on the progress of each Assistant Clinical Professor of Law toward promotion to the rank of Associate Clinical Professor of Law in each of the criteria described in the qualifications for promotion below.
5. Clinical faculty at the rank of Associate Clinical Professor of Law and Clinical Professor of Law (whether promoted to those ranks or initially hired at such ranks) are appointed on five-year contracts. Appointment or promotion to the rank of Associate Clinical Professor of Law and Clinical Professor of Law shall be made as provided in the Procedures set forth in Section I of this document.
6. The qualifications for appointment and the factors for advancement of non-tenure track clinical faculty shall be as described below, but the weight to be accorded these various factors may vary according to each candidate's contributions based on their workload assignments.

B. Assistant Clinical Professor of Law

Candidates for initial appointment as Assistant Clinical Professor of Law must possess a juris doctor degree and license to practice law in Missouri (or another state as long as the applicant has the ability to obtain a Missouri license within six months of appointment); evidence of experience in the practice of law; and demonstrated potential to teach effectively in a law school setting, supervise students in clinical settings, counsel students effectively in academic matters, and serve the University, School of Law, and the community. Prior successful supervision of students in clinical or externship settings, although not required, will be viewed favorably in considering a candidate for initial appointment at this rank.

C. Associate Clinical Professor of Law

Appointment or promotion to the rank of Associate Clinical Professor presupposes the qualifications for the rank of Assistant Clinical Professor of Law and the following additional qualifications:

1. Five years of service at the rank of Assistant Clinical Professor of Law at the School of Law (which may include credit granted and documented in writing at the time of the initial hiring by an agreement with the signature of the Dean and the Provost, as provided in Section I.D.2 of this document). An Assistant Clinical Professor of Law may apply to be considered for promotion to the rank of Associate Clinical Professor of Law earlier, but a candidate for promotion is advised to apply no earlier than their ninth semester of teaching at the rank of Assistant Clinical Professor of Law, with the promotion to be effective at the beginning of the following academic year.
2. Evidence of continuing and increasing ability to teach effectively on a law school level, with particular emphasis on guidance of clinical students, such as peer evaluations of teaching and student course evaluations of teaching.

3. Evidence of continuing and increasing ability to counsel students effectively in academic matters, such as formal advising assignments and significant participation in counseling and extracurricular activities of the School of Law or University.
4. Evidence of continuing and increasing service to the University, the School of Law, professional communities within the legal academy, professional communities outside of the legal academy, and local community organizations, such as participation in and leadership of University and School of Law committees, bar associations, community organizations, legal services organizations, and professional societies.
5. Evidence of recognition by colleagues in the field of clinical education, the practicing bar, the University, and the School of Law, as possessing appropriate skill and knowledge of the field, and the ability to work with professionalism.

D. Clinical Professor of Law

Appointment or promotion to the rank of Clinical Professor of Law presupposes the qualifications for the rank of Associate Clinical Professor of Law and the following additional qualifications:

1. Three years of service in the rank of Associate Clinical Professor of Law at the School of Law (which may include credit granted and documented in writing at the time of the initial hiring by an agreement with the signature of the Dean and the Provost, as provided in Section I.D.2 of this document). An Associate Clinical Professor of Law may apply to be considered for promotion to the rank of Clinical Professor of Law earlier, but a candidate for promotion is advised to apply no earlier than their fifth semester of teaching at the rank of Associate Clinical Professor of Law, with the promotion to be effective at the beginning of the following academic year.
2. Evidence of such outstanding ability in teaching, supervision, counseling of students, and service to the University, the School of Law, professional communities within the legal academy, professional communities outside of the legal academy, and local community organizations as to merit general recognition as an effective teacher, advisor, and faculty member. Examples may include peer evaluations of teaching, student course evaluations of teaching, significant participation in counseling and extracurricular activities of the School of Law or University, and participation in and leadership of committees, bar associations, community organizations, legal services organizations, and professional societies.
3. Evidence of such outstanding achievements in the field of clinical legal education, in the provision of legal service through clinical courses, and in the advancement of clinical education as to merit attention among recognized leaders in the field of clinical legal education. Examples may include participation in significant legal cases, special projects, conference presentations, chapters in texts, published articles, collaborations with departments within the School of Law or the University, bar association activities, assistance to legal services organizations, and other activities designed to educate law students, train lawyers, or improve the practice of law.

IV. Guidelines for the Evaluation and Promotion of Legal Analysis, Research, and Communication Faculty and Academic and Bar Exam Support Faculty⁴

A. Introduction

1. This Section (Section IV of this document) is subject to, and must be read and interpreted in conjunction with, the Procedures set forth in Section I of this document. This Section (Section IV) establishes the criteria for promotion for Legal Analysis, Research and Communication (LARC) faculty and for Academic & Bar Exam Support (ABES) faculty at the Saint Louis University School of Law. In so doing this Section interprets *The Faculty Manual* of Saint Louis University and applies its contents to the School of Law, but *The Faculty Manual* takes precedence if these Guidelines conflict with *The Faculty Manual*.
2. LARC and ABES faculty are non-tenure track faculty who participate in faculty governance by service on faculty committees, receipt of faculty memoranda, attendance at faculty meetings (including presentations by candidates for faculty positions), voting at faculty meetings, developmental leave rotations, and other rights and responsibilities reasonably similar to other full-time faculty, except for certain perquisites (e.g., sabbaticals) reserved for tenured faculty members.
3. LARC and ABES faculty at the rank of Assistant Professor of LARC or Assistant Professor of ABES are appointed on one-year contracts. The satisfactory performance by an Assistant Professor of LARC or of ABES of the requirements of their position and progress toward promotion leads to their re-appointment on an annual basis, subject to the material modification or termination of such positions by the School of Law.
4. As provided in the Procedures set forth in Section I of this document, the Personnel Committee shall conduct an annual review and a third-year review on the progress of each Assistant Professor of LARC or of ABES toward promotion to the rank of Associate Professor of LARC or of ABES in each of the criteria described in the qualifications for promotion below.
5. LARC and ABES faculty at the rank of Associate Professor of LARC or of ABES and Professor of LARC or of ABES (whether promoted to those ranks or initially hired at such ranks) are appointed on three-year contracts. Appointment or promotion to the rank of Associate Professor of LARC or of ABES and Professor of LARC or of ABES shall be made as provided in the Procedures set forth in Section I of this document.
6. The qualifications for appointment and the factors for advancement of LARC and ABES faculty shall be as described below, but the weight to be accorded these various factors may vary according to each candidate's contributions based on their workload assignments.

B. Assistant Professor of LARC or of ABES

Candidates for initial appointment as Assistant Professor of LARC or of ABES must possess a juris doctor degree; evidence of experience in the practice of law; and demonstrated potential to

⁴ Section IV is based on documents originally adopted by the Faculty of Law on Nov. 14, 2007, and subsequently amended Sept. 20, 2023.

be an effective teacher as evidenced by educational achievement, prior practice of law, and other relevant achievements and skills. Candidates for initial appointment as Assistant Professor of ABES must also have taken and passed the bar exam in any U.S. state or jurisdiction. Prior successful legal writing teaching experience, although not required, will be viewed favorably in considering a candidate for initial appointment at this rank.

C. Associate Professor of LARC or of ABES

Appointment or promotion to the rank of Associate Professor of LARC or of ABES presupposes the qualifications for the rank of Assistant Professor of LARC or of ABES and the following additional qualifications:

1. Five years of service at the rank of Assistant Professor of LARC or of ABES at the School of Law (which may include credit granted and documented in writing at the time of the initial hiring by an agreement with the signature of the Dean and the Provost, as provided in Section I.D.2 of this document). An Assistant Professor of LARC or of ABES may apply to be considered for promotion to the rank of Associate Professor of LARC or of ABES earlier, but a candidate for promotion is advised to apply no earlier than their ninth semester of teaching at the rank of Assistant Professor of LARC or of ABES, with the promotion to be effective at the beginning of the following academic year.
2. Evidence of continuing and increasing ability to teach effectively on a law school level, with particular emphasis on guidance of LARC or ABES students and teaching assistants as applicable. Assessment criteria include, but are not limited to, class preparation, classroom presentation, and the ability to teach the skills of legal analysis, research, writing, and communication using assignments developed by the candidate. Examples may include peer evaluations of teaching and student course evaluations of teaching.
3. Evidence of continuing and increasing ability to counsel students effectively in academic matters, such as feedback on written student work and significant participation in counseling and extracurricular activities of the School of Law or University.
4. Evidence of continuing and increasing service to the University, the School of Law, professional communities within the legal academy, professional communities outside of the legal academy, and local community organizations, such as participation in and leadership of University and School of Law committees, bar associations, community organizations, and professional societies.
5. Evidence of recognition by colleagues in the field of LARC or ABES, legal education, the practicing bar, the University, and the School of Law, as possessing appropriate skill and knowledge of the field, and the ability to work with professionalism.

D. Professor of LARC or of ABES

Appointment or promotion to the rank of Professor of LARC or of ABES presupposes the qualifications for the rank of Associate Professor of LARC or of ABES and the following additional qualifications:

1. Three years of service in the rank of Associate Professor of LARC or of ABES at the School of Law (which may include credit granted and documented in writing at the time of the initial hiring by an agreement with the signature of the Dean and the Provost, as provided in Section

- I.D.2 of this document). An Associate Professor of LARC or of ABES may apply to be considered for promotion to the rank of Professor of LARC or of ABES earlier, but a candidate for promotion is advised to apply no earlier than their fifth semester of teaching at the rank of Associate Professor of LARC or of ABES, with the promotion to be effective at the beginning of the following academic year.
2. Evidence of such outstanding ability in teaching, supervision, counseling of students, and service to the University, the School of Law, professional communities within the legal academy, professional communities outside of the legal academy, and local community organizations as to merit general recognition as an effective teacher, advisor, and faculty member. Examples may include peer evaluations of teaching, student course evaluations of teaching, significant participation in counseling and extracurricular activities of the School of Law or University, and participation in and leadership of committees, bar associations, community organizations, and professional societies.
 3. Evidence of outstanding achievement in legal education, including, but not limited to the field of LARC or ABES, as to merit attention among recognized leaders in legal education, the LARC discipline, and/or the community of ABES professionals, as appropriate. Examples may include development of educational programs, special projects, conference presentations, chapters in texts, published articles, collaborations with departments within the School of Law or the University, bar association activities, and other activities designed to educate law students, train lawyers, or improve the practice of law.

V. Guidelines for the Evaluation and Promotion of Administrative Faculty⁵

A. Introduction

1. This Section (Section V of this document) is subject to, and must be read and interpreted in conjunction with, the Procedures set forth in Section I of this document. This Section establishes the criteria for promotion for non-tenure track Administrative (Admin.) faculty at the Saint Louis University School of Law who are not designated as LARC faculty; ABES faculty; clinical faculty; law library faculty; or Director of the Law Library. In so doing this Section interprets *The Faculty Manual* of Saint Louis University and applies its contents to the School of Law, but *The Faculty Manual* takes precedence if these Guidelines conflict with *The Faculty Manual*.

⁵ Section V is based on documents originally adopted by the Faculty of Law on February 24, 2016.

2. Admin. faculty are non-tenure track faculty who participate in faculty governance by service on faculty committees, receipt of faculty memoranda, attendance at faculty meetings (including presentations by candidates for faculty positions), voting at faculty meetings, developmental leave rotations, and other rights and responsibilities reasonably similar to other full-time faculty, except for certain perquisites (e.g., sabbaticals) reserved for tenured faculty members.
3. Non-tenure track faculty at the rank of Admin. Instructor and Admin. Assistant Professor are appointed on one-year contracts. The satisfactory performance by an Admin. Instructor or an Admin. Assistant Professor of the requirements of their position and progress toward promotion leads to their re-appointment on an annual basis, subject to the material modification or termination of such positions by the School of Law.
4. As provided in the Procedures set forth in Section I of this document, the Personnel Committee shall conduct an annual review and a third-year review on the progress of each Admin. Instructor toward promotion to the rank of Admin. Assistant Professor in each of the criteria described in the qualifications for promotion below. Likewise, the Personnel Committee shall conduct an annual review and a third-year review on the progress of each Admin. Assistant Professor toward promotion to the rank of Admin. Associate Professor in each of the criteria described in the qualifications for promotion below.
5. Non-tenure track faculty at the rank of Admin. Associate Professor and Admin. Professor (whether promoted to those ranks or initially hired at such ranks) are appointed on three-year contracts. Appointment or promotion to the rank of Admin. Associate Professor and Admin. Professor shall be made as provided in the Procedures set forth in Section I of this document.
6. The qualifications for appointment and the factors for advancement of non-tenure track faculty shall be as described below, but the weight to be accorded these various factors may vary according to each candidate's contributions based on their workload assignments.

B. Admin. Instructor

Candidates for initial appointment as Admin. Instructor must possess a juris doctor degree or other doctorate degree; demonstrated potential to teach effectively in a law school setting, as evidenced by educational achievement, prior practice of law, and other relevant achievements and skills; and demonstrated potential to counsel students effectively in academic matters and serve the University, School of Law, and the community.

C. Admin. Assistant Professor

Appointment or promotion to the rank of Admin. Assistant Professor presupposes the qualifications for the rank of Admin. Instructor and the following additional qualifications:

1. Five years of service at the rank of Admin. Instructor or a comparable rank at the School of Law (which may include credit granted and documented in writing at the time of the initial hiring by an agreement with the signature of the Dean and the Provost, as provided in Section I.D.2 of this document). An Admin. Instructor may apply to be considered for promotion to the rank of Admin. Assistant Professor earlier, but a candidate for promotion is advised to apply no earlier than their ninth semester of teaching at the rank of Admin. Instructor, with the promotion to be effective at the beginning of the following academic year.

2. Evidence of continuing and increasing ability to teach effectively on a law school level, in classroom and/or workshop settings as appropriate, such as peer evaluations of teaching and student course evaluations of teaching.
3. Evidence of continuing and increasing ability to counsel students effectively in academic matters, such as formal advising assignments and significant participation in counseling and extracurricular activities of the School of Law or University.
4. Evidence of continuing and increasing service to the University, School of Law, professional communities within the legal academy, professional communities outside of the legal academy, and local community organizations, such as participation in and leadership of University and School of Law committees, bar associations, community organizations, legal services organizations, and professional societies.
5. Evidence of participation in activities designed to promote professional growth and the ability to work with professionalism. Activities to promote professional growth may include research, publication, and participation in association conferences or workshops designed to improve their knowledge of current trends in the teaching of legal education, training of lawyers, or the practice of law.

D. Admin. Associate Professor

Appointment or promotion to the rank of Admin. Associate Professor presupposes the qualifications for the rank of Admin. Assistant Professor and the following additional qualifications:

1. Five years of service at the rank of Admin. Assistant Professor (which may include credit granted and documented in writing at the time of the initial hiring by an agreement with the signature of the Dean and the Provost, as provided in Section I.D.2 of this document). An Admin. Assistant Professor may apply to be considered for promotion to the rank of Admin. Associate Professor earlier, but a candidate for promotion is advised to apply no earlier than their ninth semester of teaching at the rank of Admin. Assistant Professor, with the promotion to be effective at the beginning of the following academic year.
2. Evidence of continuing and increasing ability to teach effectively on a law school level, in classroom and/or workshop settings as appropriate, such as peer evaluations of teaching and student course evaluations of teaching.
3. Evidence of continuing and increasing ability to counsel students effectively in academic matters, such as formal advising assignments and significant participation in counseling and extracurricular activities of the School of Law or University.
4. Evidence of continuing and increasing service to the University, School of Law, professional communities within the legal academy, professional communities outside of the legal academy, and local community organizations, such as participation in and leadership of University and School of Law committees, bar associations, community organizations, legal services organizations, and professional societies.
5. Evidence of recognition by colleagues in the field of legal education, the practicing bar, the University, and the School of Law, as possessing appropriate skills and knowledge, and the ability to work with professionalism.

E. Admin. Professor

Appointment or promotion to the rank of Admin. Professor presupposes the qualifications for the rank of Admin. Associate Professor and the following additional qualifications:

1. Three years of service in the rank of Admin. Associate Professor (which may include credit granted and documented in writing at the time of the initial hiring by an agreement with the signature of the Dean and the Provost, as provided in Section I.D.2 of this document). An Admin. Associate Professor may apply to be considered for promotion to the rank of Admin. Professor earlier, but a candidate for promotion is advised to apply no earlier than their fifth semester of teaching at the rank of Admin. Associate Professor, with the promotion to be effective at the beginning of the following academic year.
2. Evidence of such outstanding ability in teaching, counseling of students, and service to the University, School of Law, professional communities within the legal academy, professional communities outside of the legal academy, and local community organizations as to merit general recognition as an effective teacher, advisor, and faculty member.
3. Evidence of such outstanding achievements in the field of legal education as to merit attention among recognized leaders in the field. Examples may include conference presentations, chapters in texts, published articles, special projects, bar association activities, and other activities designed to educate law students, train lawyers, or improve the practice of law.

VI. Guidelines for the Evaluation and Promotion of Law Library Faculty⁶

A. Introduction

1. This Section (Section VI of this document) is subject to, and must be read and interpreted in conjunction with, the Procedures set forth in Section I of this document. This Section (Section VI) establishes the criteria for promotion for law library faculty at the Saint Louis University School of Law. In so doing this Section interprets *The Faculty Manual* of Saint Louis University and applies its contents to the School of Law, but *The Faculty Manual* takes precedence if these Guidelines conflict with *The Faculty Manual*.
2. Law library faculty are non-tenure-track faculty who participate in faculty governance by service on faculty committees, receipt of faculty memoranda, attendance at faculty meetings (including presentations by candidates for faculty positions), voting at faculty meetings, developmental leave rotations, and other rights and responsibilities reasonably similar to other full-time faculty, except for certain perquisites (e.g., sabbaticals) reserved for tenured faculty members.
3. Law library faculty at the rank of Assistant Professor of Legal Research are appointed on one-year contracts. The satisfactory performance by an Assistant Professor of Legal Research

⁶ Section VI is based on documents originally adopted by the Faculty of Law on December 7, 2016.

of the requirements of their position and progress toward promotion leads to their re-appointment on an annual basis, subject to the material modification or termination of such positions by the School of Law.

4. As provided in the Procedures set forth in Section I of this document, the Personnel Committee shall conduct an annual review and a third-year review on the progress of each Assistant Professor of Legal Research toward promotion to the rank of Associate Professor of Legal Research in each of the criteria described in the qualifications for promotion below.
5. Law library faculty at the rank of Associate Professor of Legal Research and Professor of Legal Research (whether promoted to those ranks or initially hired at such ranks) are appointed on three-year contracts. Appointment or promotion to the rank of Associate Professor of Legal Research and Professor of Legal Research shall be made as provided in the Procedures set forth in Section I of this document.
6. The qualifications for appointment and the factors for advancement of law library faculty shall be as described below, but the weight to be accorded these various factors may vary according to each candidate's contributions based on their workload assignments.

B. General Professional and Scholarly Qualifications of the Law Library Faculty

1. The Master's degree in library science granted by an institution accredited by the American Library Association during the year of graduation is the appropriate terminal professional degree for law librarians. In rare instances, possession of a juris doctor degree from an institution accredited by the American Bar Association, without a Master's degree in library science, may be considered the terminal professional degree for a law librarian. A law librarian's academic preparation for an appointment to the Law Library Faculty is established on the basis of the terminal professional degree.
2. The basic quality which must be evident for promotion in academic rank is the ability to perform at a high professional level in areas which contribute to the educational, research, and service mission of the School of Law, such as reference and access services, collection development, bibliographic organization and control, digitization, and administration and management.

C. Criteria for Appointment to or Promotion in Rank

The four criteria below are to be applied to the fulfillment of a norm at any rank.

1. Contributions to the educational function of the School of Law and the University, for example: teaching or training, not necessarily in a classroom setting; organization of workshops, institutes, and similar meetings; and public appearances in the interest of librarianship or information transfer.
2. Activities related to research, for example: publications such as books, book chapters, articles in professional and scholarly journals; professional presentations; development of online instructional materials; reviews of books and other literature; in-house publications such as bibliographies or research guides; and undertaking of work-related research projects for other faculty members.
3. Evidence of professional growth in an academic or professional area which would enhance the library's fulfillment of its mission, for example: active participation in professional

organizations or associations; membership on a team of experts, task force, or similar body; professional recognition as evidenced by awards, consultantships, or grants; progress toward or attainment of an additional subject master's degree, a doctoral degree, or professional certifications; and participation in conferences or workshops designed to improve knowledge of current trends.

4. Contributions to the law library, School of Law, University, the field of law librarianship, and/or the practicing bar, for example: service on committees, task forces, and working groups.

D. Norms for Appointment and Advancement to Specific Ranks

The initial appointment to a law library faculty position will ordinarily be at the rank of Assistant Professor of Legal Research. Promotion to the ranks of Associate Professor of Legal Research and Professor of Legal Research requires a record of successful fulfillment of criteria at the previous rank. The qualifications for appointment and the factors for advancement of law library faculty shall be as follows, but the weight to be accorded these various factors may vary according to each candidate's contributions based on their workload assignments.

1. Assistant Professor of Legal Research

Appointment to Assistant Professor of Legal Research shall require:

- a. Possession of a terminal professional degree for a law librarian.
- b. Expectation or demonstration of successful overall performance and the potential to meet the norms of Associate Professor of Legal Research. Refer to Section VI.C for the criteria to be considered for appointment to this rank.

2. Associate Professor of Legal Research

Appointment or promotion to the rank of Associate Professor of Legal Research shall require:

- a. A minimum of five years of experience in the rank of Assistant Professor of Legal Research at the School of Law (which may include credit granted and documented in writing at the time of the initial hiring by an agreement with the signature of the Dean and the Provost, as provided in Section I.D.2 of this document). An Assistant Professor of Legal Research may apply to be considered for promotion to the rank of Associate Professor of Legal Research earlier, but candidates for promotion are advised to apply no earlier than their ninth semester at the rank of Assistant Library Professor of Law, with the promotion to be effective at the beginning of the following academic year.
- b. Evidence of continuing and increasing professional contributions to the law library, School of Law, University, the field of law librarianship, and/or the practicing bar. Refer to Section VI.C for the criteria to be considered for appointment or promotion to this rank.

3. Professor of Legal Research

Appointment to this rank or promotion to the rank of Professor of Legal Research shall require:

- b. A minimum of three years of experience in the rank of Associate Professor of Legal Research at the School of Law (which may include credit granted and documented in writing at the time of the initial hiring by an agreement with the signature of the Dean and the Provost, as provided in the Procedures set forth in Section I.D.2 of this document). An Associate Professor of Legal Research may apply to be considered for promotion to the rank of Professor of Legal Research earlier, but a candidate for promotion is advised to apply no earlier than their fifth semester at the rank of Associate Professor of Legal Research, with the promotion to be effective at the beginning of the following academic year.
- c. Evidence of outstanding professional contributions to the law library, the School of Law, the University, and/or the profession at the national level. Refer to Section VI.C for the criteria to be considered for appointment or promotion to this rank.

VII. Guidelines for the Evaluation and Promotion of the Director of the Law Library – Non-Tenure Track⁷

A. Introduction

1. This Section (Section VII of this document) is subject to, and must be read and interpreted in conjunction with, the Procedures set forth in Section I of this document. This Section (Section VII) establishes the criteria for the promotion of a non-tenure track Director of the Law Library (hereinafter “Director”) at the Saint Louis University School of Law. In so doing this Section interprets *The Faculty Manual* of Saint Louis University and applies its contents to the School of Law, but *The Faculty Manual* takes precedence if these Guidelines conflict with *The Faculty Manual*.
2. The Law Library is integral to the academic reputation of the School of Law. The Director is responsible for creating a positive academic research environment for the entire School of Law population.
3. The Director is a non-tenure-track faculty member who participates in faculty governance by service on faculty committees, receipt of faculty memoranda, attendance at faculty meetings (including presentations by candidates for faculty positions), voting at faculty meetings, developmental leave rotations, and other rights and responsibilities reasonably similar to other full-time faculty, except for certain perquisites (e.g., sabbaticals) reserved for tenured faculty members.
4. A Director at the rank of non-tenure track Assistant Library Professor of Law is appointed on one-year contracts. The satisfactory performance by the Director of the requirements of their

⁷ Section VII is based on documents originally adopted by the Faculty of Law on April 20, 2016.

position and progress toward promotion leads to their re-appointment on an annual basis, subject to the material modification or termination of such position by the School of Law.

5. As provided in the Procedures set forth in Section I of this document, the Personnel Committee shall conduct an annual review and a third-year review on the progress of the Director toward promotion to the rank of non-tenure track Associate Library Professor of Law in each of the criteria described in the qualifications for promotion below.
6. A Director at the rank of non-tenure track Associate Library Professor of Law or non-tenure track Library Professor of Law (whether promoted to that rank or initially hired at such rank) is appointed on three-year contracts. Appointment or promotion to the rank of non-tenure track Associate Library Professor of Law and non-tenure track Library Professor of Law shall be made as provided in the Procedures set forth in Section I of this document.
7. The qualifications for appointment and the factors for advancement of a non-tenure track Director of the Law Library shall be as follows, but the weight to be accorded these various factors may vary according to the candidate's contributions based on their workload assignments.

B. Assistant Library Professor of Law

Appointment to the rank of non-tenure track Assistant Library Professor of Law requires possession of a graduate degree in library science and a juris doctor degree; evidence of experience in law library administration; and demonstrated potential to teach effectively in a law school setting and serve the University, School of Law, and the community.

C. Associate Library Professor of Law

Appointment or promotion to the rank of non-tenure track Associate Library Professor of Law presupposes the qualifications for the rank of Assistant Library Professor of Law and the following additional qualifications:

1. Five years of service at the rank of Assistant Library Professor of Law at the School of Law (which may include credit granted and documented in writing at the time of the initial hiring by an agreement with the signature of the Dean and the Provost, as provided in Section I.D.2 of this document). An Assistant Library Professor of Law may apply to be considered for promotion to the rank of Associate Library Professor of Law earlier, but a candidate for promotion is advised to apply no earlier than their ninth semester of teaching at the rank of Assistant Library Professor of Law, with the promotion to be effective at the beginning of the following academic year.
2. Evidence of continuing and increasing ability to foster and facilitate research in the School of Law, through collection development and management, training, professional development, coordination with faculty, and cooperation with other libraries.
3. Evidence of continuing and increasing ability to teach effectively on a law school level, with particular emphasis on legal research methodologies. Assessment criteria include, but are not limited to, mastery of and expertise in the subject matter; class preparation; classroom presentation; and the ability to teach the skills of legal research using assessments developed by the candidate. Examples may include peer evaluations of teaching and student course evaluations of teaching.

4. Evidence of continuing and increasing participation in activities designed to promote professional growth, such as research, publication, presentation of papers, participation in conferences and workshops, and development of software or instructional media.
5. Evidence of continuing and increasing service to the University, the School of Law, professional communities within the legal academy, professional communities outside of the legal academy, and the law library profession, such as participation in and leadership of University and School of Law committees, bar associations, community organizations, and professional societies.
6. Evidence of recognition by colleagues in the field of law librarianship, the practicing bar, and the School of Law, as possessing appropriate skill and knowledge of the field, and the ability to work with professionalism.

D. Library Professor of Law

Appointment or promotion to the rank of non-tenure track Library Professor of Law presupposes the qualifications for the rank of Associate Library Professor of Law and the following additional qualifications:

1. Three years of service at the rank of Associate Library Professor of Law at the School of Law (which may include credit granted and documented in writing at the time of the initial hiring by an agreement with the signature of the Dean and the Provost, as provided in Section I.D.2 of this document). An Associate Library Professor of Law may apply to be considered for promotion to the rank of Library Professor of Law earlier, but a candidate for promotion is advised to apply no earlier than their fifth semester of teaching at the rank of Associate Library Professor of Law, with the promotion to be effective at the beginning of the following academic year.
2. Evidence of such outstanding ability in teaching, the facilitation of research in the School of Law, and service to the University, the School of Law, professional communities within the legal academy, professional communities outside of the legal academy, and law librarianship profession as to merit general recognition as an effective teacher, advisor, and faculty member. Examples may include peer evaluations of teaching, student course evaluations of teaching, and participation in and leadership of committees, bar associations, community organizations, law librarianship organizations, and professional societies.
3. Evidence of outstanding achievements in the field of law librarianship as to merit attention among recognized leaders in the field of law librarianship, such as participation in the activities of professional societies in a leadership capacity.