

Saint Louis University
Department of History
Rank and Tenure Procedures and Criteria
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Evaluation of Application for Promotion and Tenure

Faculty in the Department of History are evaluated for promotion and tenure using the procedures described in *The Faculty Manual of Saint Louis University* and the College of Arts and Sciences “Rank and Tenure Procedures and Criteria” (posted on the College’s website, and hereafter referred to as “CAS RTPC”). For the purposes of this document, the Executive Committee refers to the departmental Executive Committee. It is elected annually by a secret ballot vote of full-time faculty. It consists of three full-time, tenured faculty members whose primary appointments are in the Department of History.

The Executive Committee assists and advises the Chair in evaluating tenure-track faculty at two moments in the tenure process. (1) In cases where an annual review reveals problems, the Chair may seek the advice of the Executive Committee on possible solutions or a course of actions. (2) In tenure and promotion to Associate Professor cases, the Executive Committee will assist the Chair in selecting external reviewers. The Executive Committee plays no role in the process of promotion to Full Professor.

The following procedures are to be followed:

I. General Procedures and Timetables

These procedures apply to Assistant Professors applying for Associate Professor and/or tenure and Associate Professors applying for Full Professor. Faculty seeking promotion to either Associate or Full Professor normally must have completed five years in their current rank (without prior service credit) unless they can substantiate an early application for other reasons. In assessing the performance of the faculty members applying for promotion to Associate Professor with tenure, the tenured faculty will take into account the full range of evidence as detailed below. In assessing the performance of faculty members applying to the rank of Full Professor, the Full Professors will take into account the full range of evidence as detailed below.

By February 1 each year, the Department Chair will send written notice to all eligible faculty members of promotion deadlines for the next academic year. If a faculty member intends to apply for tenure and/or promotion, either to Associate or Full Professor, they must inform the Chair of this intention by March 1. Faculty applying for tenure and/or promotion, to either Associate or Full Professor, must complete their part of the dossier, as

described by the relevant CAS and UCART guidelines, and submit to the Department Chair by August 15.

Unless otherwise expressly stated, all guidelines below apply to both faculty members applying for Associate Professor and those applying for Full Professor.

A. External Reviewers

1. Letters from external reviewers are integral to the faculty's assessment of a candidate. By March 15 of the year in which the candidate is applying for promotion, the candidate shall supply to the Chair a list of six to ten potential external reviewers. Those external reviewers should hold the rank to which the candidate is applying or a higher rank, meet all CAS external reviewer requirements, and their publications and scholarly expertise should enable them to evaluate the candidate's scholarship and standing in the field. The candidate may also submit the name or names of any external reviewers who, in the candidate's opinion, may not be able to provide an impartial and objective assessment of the candidate's scholarship.
2. The Chair shall add further names to the candidate's list of external reviewers.
3. Both the candidate and the Chair should avoid all the following conflicts of interest when naming potential external reviewers: 1) past and current research mentors, 2) current work colleagues, 3) co-authors on papers or grants within the last five years, 4) faculty's past mentees, and 5) personal or family friends.
4. In consultation with members of the department with knowledge of the candidate's scholarly areas of expertise and the Executive Committee, the Chair will then select from the list a group of names to act as external reviewers. Half of the names in this initial selection must come from the candidate's list. Using the pertinent form on the UCART webpage, the Chair will then solicit the opinions of these external reviewers on the candidate's scholarship and academic standing. In the event that fewer than three external reviewers agree to evaluate the candidate, the Chair, in consultation with the aforementioned faculty, will select additional names from the list. Barring extraordinary circumstances, in no case may there be fewer than three external reviewers. External reviewers shall receive copies of all of the candidate's scholarly, peer-reviewed publications from the previous five years (or less if an early application) or since the last promotion, unless otherwise negotiated and documented when the candidate was hired, as well as copies of the Department's promotion and tenure guidelines. External reviewers must be asked to state any connections they may have to the candidate or any conflict of interest that may be present, and the Department will inform external reviewers in writing of its policy on conflicts of interest. External reviewers will be asked only to comment on aspects of the case that fall under their area(s) of scholarly expertise; they will not be asked to assess a candidate's teaching. Both the letters requesting the evaluation and the letters from the external reviewers must be written on departmental letterhead. The external reviewers' letters will be made available to all tenured faculty or, in the case of promotion to full, all Full Professors. The candidate will not see these letters.

B. Internal Recommendations and Review

1. By April 1 the candidate shall supply to the Chair the name of two undergraduate students whom the candidate believes can fairly and accurately judge his or her teaching and advising abilities. Of these, the Chair will select one. The Chair will select an

additional student, graduate or undergraduate, using the same criteria. No student selected should be under the candidate's instruction at the time of the request or anticipated to be under the candidate's instruction at the time the letter is submitted. Using the pertinent form on the College of Arts and Sciences webpage, the Chair will solicit student letters, asking them to evaluate the candidate's skill as a teacher, knowledge of the subject, and, if appropriate, abilities as an academic advisor. Under no circumstances should the candidate directly solicit a student letter, nor discuss the contents of the letter with the student. Both letters will be available for review by the tenured faculty, but not by the candidate. Student letters will be kept in the strictest confidence.

2. During the spring semester of the year in which the candidate is applying for promotion, the Chair and one additional faculty member holding the rank to which the candidate is applying, or a higher rank, will attend one or more classes of the faculty member under consideration for promotion. The candidate will provide the Chair with a list of rank-eligible colleagues to visit his or her classroom. The Chair will select one colleague from that list and they will consult with the candidate beforehand about the date of the visit. The faculty visiting the classes will compose a letter for inclusion in the dossier summarizing their impressions of the class and the candidate's teaching. Under the provisions detailed in C.1., the classroom reports will be made available to all members of the tenured faculty (or the Full Professors, in the case of an application to promotion to Full Professor) by September 1 and will be sent to the Dean under the provisions detailed in E.1.

C. Procedures for Tenure Deliberations

1. All materials constituting the candidate's portion of the dossier (no. 3.1 of CAS RTPC) must be submitted to the Chair by August 15. This evidence and the materials outlined in the Department's part of the dossier (no. 3.2 of CAS RTPC) will be collected and made available in the Chair's office by September 1. All members of the tenured faculty will review this material thoroughly and carefully. Tenured faculty members unable to be physically present to review paper copies of letters written by external reviewers will be granted access to virtual review "rooms," where screen-sharing can occur without uploading documents to the cloud or disseminating them via email.

2. For tenured faculty members on leave, synchronous participation via Zoom or a similar program is acceptable if in-person attendance is not feasible. Faculty who are unable to participate in person or via synchronous program should not contribute to the discussion in any way (e.g., sending their opinions to the Chair prior to the meeting) or vote.

3. On or before September 15 the Department Chair will convene a meeting of all tenured faculty to discuss the qualifications of the candidate for promotion. The Chair will solicit comments and questions from all tenured faculty present at the meeting. When deliberations are complete, the Chair will call for a secret vote of all tenured faculty. Ballots will be read aloud, counted by two faculty members, and recorded at that meeting. The discussions and decisions of this meeting will be held in the strictest confidence by all tenured faculty.

4. The Department Chair does not vote during the department meetings as their recommendation is to be made solely via the required Chair letter. The Department Chair should not actively participate in the discussion, in order to reduce the possibility of

influencing the faculty's recommendation, even inadvertently. The department report, which is separate from the Chair's letter, should be written by a senior faculty member who participated in the discussion and voted. The department's report should include not only the numerical vote but the rationale for the vote, including an explanation of any dissents; this report is added to the dossier.

D. The Chair's Letter

After the tenured faculty have voted, the Chair adds his or her own letter of recommendation to the dossier. The Chair's assessment belongs solely in the official Chair letter, which should be added to the dossier where it will be available, confidentially, to the CAS Rank and Tenure committee, CAS Dean, UCART, and Provost. The Chair's letter should be submitted with the official form provided on the provost's website, should address any variance between the Chair's assessment and the department's assessment, and should not be shared with other faculty in the department for feedback

E. Materials Sent to the Dean

1. By October 1, the Chair will send to the Dean of the College of Arts and Sciences the following materials: the UCART cover sheet and vote summary form (available at <https://www.slu.edu/provost/faculty-affairs/promotion-tenure-resources/index.php>, under the heading "Dossier Cover Forms"); documentation regarding negotiated years of credit toward tenure (if applicable); the candidate's part of the dossier (no. 3.1 of CAS RTPC); the midpoint review report; the Chair's form (available at the same website as above) and recommendation, which also explains the selection process for choosing peer reviewers and any comments about the selection of student evaluation letters; the letters from outside reviewers; the departmental criteria for promotion and tenure; the classroom reports; and the recommendations from students.
2. If requested, the Chair will also forward some or all of the candidate's written work, published reviews of such work (when available), and any other documentation that the Dean or a university committee or committees such as the CAS Rank and Tenure Committee may require.

F. Applications for Promotion to Professor

1. With a few exceptions outlined below, the procedures and deadlines for evaluating a candidate's application for promotion to Professor are the same as those for evaluating an application for tenure and promotion to Associate Professor outlined above. However, only Full Professors will evaluate and vote on a candidate seeking promotion to Professor.
2. An Associate Professor who intends to apply for promotion must inform the Chair on or before March 1.
3. The Executive Committee plays no role in the process of promotion to Full Professor.
4. If the Chair is not a Full Professor, the Dean will appoint a Full Professor to carry out the functions that the Department Chair would normally fulfill in the promotion process. That appointee serves as Chair of the committee of all Full Professors whose primary appointments are in the Department of History.

Tenure and Promotion Timeline

These deadlines apply to faculty members applying for tenure and Associate Professor and faculty members applying for Full Professor.

February 1	The Chair sends written notice to all eligible faculty members of promotion deadlines for the next academic year
March 1	Deadline to inform the Chair of a faculty member's intent to apply for tenure and/or promotion
March 15	Deadline for a candidate to supply a list of potential external reviewers to the Chair
April 1	Deadline for a candidate to supply to the Chair the name of one undergraduate student to evaluate his or her teaching.
May 1	The Chair and at least one other faculty member attend the faculty member's class
August 15	Deadline to submit the candidate's part of the dossier to the Chair
September 1	Deadline for candidate dossiers to be completed and available in the Department Chair's office
September 15	Deadline for eligible faculty to meet, discuss, and vote on tenure and/or promotion applications.
October 1	Deadline for the Chair to send all materials to the College of Arts and Sciences.

II. Evaluation of Tenure-Track Faculty

A. Annual Review

1. The Chair will evaluate the performance of tenure-track faculty annually. Annual reviews of tenure-track faculty are complementary to but separate from tenure and promotion procedures. Annual review, in general, is developmental, and, unlike midpoint review, the written annual reviews of tenure-track faculty are not included in the dossier that is moved forward for college and university-level review.
2. One of the most important duties of a Department Chair is to look after the best interests of the Department's tenure-track faculty. Therefore, in addition to evaluating tenure-track faculty members' teaching, research, and service, the Chair will give special

consideration in their annual evaluations to the progress the faculty member is making toward meeting departmental tenure requirements. The Chair should report frankly to the faculty member any deficiencies and causes for concern that may play a role in a later tenure decision and suggest ways to overcome these difficulties.

3. During the annual review, if the Chair finds that a tenure-track faculty member is significantly deficient in one or more areas, they will forward the written review to the CAS Dean.

B. Midpoint Review

1. By November 1 tenure-track faculty in the third year of their appointment will submit to the Executive Committee a letter summarizing their activities and achievements in teaching, research, and service since the initial appointment.

2. The Executive Committee will evaluate the tenure-track faculty member by consulting a variety of evidence, including all written work (published and unpublished), course syllabi, student evaluations, classroom performance as evidenced during classroom visitations conducted by members of the Executive Committee during the fall semester of the third year of the candidate's appointment, and service to the Department, College, University, and profession.

3. The Chair will produce a single written review that summarizes the findings of the Executive Committee and reflects his or her own evaluation of the tenure-track faculty member.

4. This written review will be checked by the Executive Committee to ensure that it includes both supporting and dissenting evaluations in the case of divergent opinions.

5. The Chair will meet with the tenure-track faculty member and discuss the review with him or her. The faculty member will receive a copy of the written review.

6. The midpoint review will be forwarded to the Dean by February 1.

7. The midpoint review is a part of the dossier that is forwarded to UCART at the point of promotion and tenure

III. Criteria

Criteria for Promotion to Associate Professor with Tenure

A. Teaching

1. Candidates must demonstrate effective teaching. Evidence will include written sources such as student recommendation letters (see I.B.2 above), student evaluations, course syllabi, and teaching awards and certificates. Written and oral reports of classroom visitations by the Chair, Executive Committee members, and tenured faculty members will also be considered, as will evidence of professional pedagogical development. Recurring voluntary comments from students concerning the performance of the candidate will be considered, provided that the range of these is sufficient to provide a full, fair, and unbiased assessment.

2. Teaching performance will be judged primarily on qualitative considerations, that is, organization of courses and lectures; effectiveness of communication; standards with

regard to assignments, requirements, and examinations; and responsibility in meeting classes, grading and returning examinations and papers, and maintaining regular office hours.

3. Faculty specializing in an area in which the Department offers graduate degrees will also be evaluated on their ability to direct independent work, master's theses, and doctoral dissertations (if appropriate).

B. Advising

1. Candidates must demonstrate that they are effective student advisors. Evidence will include participation in academic advising, number of students advised, and comments in the two formal student letters of recommendation.

2. Faculty specializing in an area in which the Department offers graduate degrees will also be evaluated on their ability to serve on committees for and advise graduate students (if appropriate).

C. Scholarship, Research, and Creative Works

1. A favorable evaluation of a candidate's scholarship is indispensable for any positive decision on tenure and promotion. Both the quality and the quantity of a candidate's scholarship will be assessed.

2. A candidate must have engaged in substantial research resulting in the publication of a monograph, by which we mean a single-authored book based on original, archival, and/or primary source research that contributes significantly to the understanding of an important historical topic. The book should be published by a high-quality press that used an external peer-review process. If the book has not already been published by the time the candidate submits the dossier (August 15), the candidate must produce a final contract and letter of acceptance from the editor, noting that the manuscript is ready for final copy-editing and production.

3. The candidate must also provide evidence of scholarly promise. This requirement is fulfilled by showing measurable progress toward an additional major project. Such evidence may include an article or book chapter, conference presentation, or grant proposal that extends the candidate's scholarship beyond her or his first book as a precondition for tenure.

D. Professional Service

Candidates must give evidence of service or willingness to serve on departmental, college, and university committees. Candidates should also include evidence of service to the profession (such as book reviews, invited lectures, panel discussions, and official positions in professional organizations) and service to the community.

Criteria for Promotion to Tenured Professor

A. Teaching

The candidate must demonstrate a continued commitment to excellence in teaching. If appropriate, particular consideration will be given to the instruction and direction of graduate students, if the candidate specializes in an area in which the Department offers

graduate degrees. Acceptable evidence of effective teaching is the same as that outlined above for promotion to Associate Professor. Written and oral reports of classroom visitations by the Chair and tenured Full Professors will be considered.

B. Advising

The candidate must demonstrate a continued commitment to advising, as evidenced by materials outlined above for promotion to Associate Professor. If appropriate, candidates must also be effective graduate student advisors, particularly as it concerns their students' future prospects on the job market.

C. Scholarship, Research, and Creative Works

The candidate should possess the qualifications required for appointment as an Associate Professor and should have gained a distinguished national or international reputation in the field, as indicated by his or her publication record and assessments by external peer reviewers. The candidate will have published a second monograph, by which we mean a single-authored book based on original, archival, and/or primary source research that contributes significantly to the understanding of an important historical topic. The book must be published by a reputable academic press or a high-quality trade press. The book must be published before the candidate submits the dossier (August 15).

D. Professional Service

1. Beyond the level of service required for promotion to Associate Professor, the candidate must show evidence of substantial service to the Department, College, and/or University, including such activities as leadership roles in committees.
2. Beyond the level of service required for promotion to Associate Professor, the candidate must show evidence of substantial service to the profession, including such activities as book reviews, referee work, panel discussions, and official positions in professional organizations.

Emeritus/a Status

The tenured faculty members in the History Department vote on whether to recommend granting Emeritus/a status to retiring tenured or non-tenure track faculty members who meet the criteria described in the Retired and Emeritus/a Faculty Policy available on the Office of the Provost's website. Eligible are retired or retiring faculty who have reached the age of 60 with at least seven years of continuous full-time faculty service to Saint Louis University and faculty members who have served the University for at least ten years, have distinguished themselves throughout their careers, and plan to remain professionally active following retirement.

To apply for Emeritus/a status, the faculty member must notify the Department Chair by April 15. By September 1 of the following fall semester, the faculty member will provide the Chair with a dossier. The dossier will include his or her curriculum vitae as well as a letter which provides a rationale for being awarded Emeritus/a status and summarizes his or her plans for continued professional activity. On or before September 15, all tenured faculty will meet to discuss the candidate's request and dossier. Following this discussion, the faculty will vote on

whether to recommend Emeritus/a status. The voting procedures will be the same as those for votes for tenure and promotion cases.

In a separate letter, the department Chair will summarize the faculty member's professional activities and significant contributions to the Department, College and University, the faculty discussion, and the outcome of the vote for Emeritus/a status. This letter will include the Chair's recommendation for or against Emeritus/a status and the reasons for it. The Chair's letter, the vote tally, and the candidate's dossier will be submitted to the Dean by October 1. Emeritus/a status is ultimately conferred (or denied) by the Provost.