

Rank and Tenure Procedures and Criteria: College Level

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1. The rank and tenure procedures and criteria for college level faculty are as follows:

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3. CAS Tenure and Promotion Dossier

CAS Rank and Tenure Approved: 3 February 2020

CAS Faculty Council Approved: 2 April 2020

The College of Arts and Sciences reviews the Candidate's part of the dossier. The format of the CAS dossier differs from the format required for submission to the University Committee on Academic Rank and Tenure (the UCART dossier format can be found here:

<https://www.slu.edu/provost/faculty-affairs/promotion-tenure-resources/index.php>

D. Appendices

Include appendices when appropriate (e.g., reviews of the candidate's publications or creative work, referees' reports on publications in press, letters from editors and/or contracts from presses regarding commitments for future publications, etc.).

3.2 Department's Part of the Dossier

The Department Chair is responsible for assembling the departmental dossier. In some departments, a departmental committee is responsible for assembling the departmental dossier. If the Department Chair is the candidate, the Dean will consult with department members to select a faculty member to assemble the dossier and shepherd the evaluation process.

The various committees consider many candidates; therefore, it is important that the dossiers be assembled in a standard order. The following order is from the top down.

1. Front Matter

a. UCART Cover Sheet/Vote Summary Form (Available on this page: <https://www.slu.edu/provost/faculty-affairs/promotion-tenure-resources/index.php>. Click on the link "Dossier Cover Forms".)

b. If applicable, documentation regarding negotiated terms for tenure and/or promotion, including years of credit

2. The candidate's part of the dossier

3. Mid-point review report (if one exists)

4. Chairperson's form and recommendation. Forms are available on the Office of Faculty Affairs Website. If the chairperson is the candidate or did not shepherd the evaluation

submit an evaluation. In the case of secondary appointments, if requested by the

3.3 College's Part of the Dossier

The Dean adds the following to the dossier:

1. The vote of the College's Rank, Tenure, and Sabbatical Committee. The Dean adds the result of the vote to the UCART Vote Summary Form.
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4.3 Role of the Department Chair

detailed reasons for the recommendation. The Dean communicates the recommendation of the College's Rank, Tenure, and Sabbatical Committee to the candidate. If the application is marginal, the Dean should discuss the application with the candidate and, if the candidate wishes, provide a written summary of the discussion. The candidate may withdraw the application at this time. Otherwise, the dossier is submitted to the University Committee on Academic Rank and Tenure.

4.6 Role of the College Representation on the University Committee on Academic Rank and Tenure

The responsibility of the College's representative on the University Committee on Academic Rank and Tenure is to represent the views and interests of the College before the University Committee on Academic Rank and Tenure. The representative should attend the meetings of the College's Rank, Tenure, and Sabbatical Committee to be familiar with the reasons for their recommendations and should consult with the Dean to be familiar with the reasons for the Dean's recommendations.

5. MENTORING AND EVALUATION OF UNTENURED TENURE-TRACK FACULTY

One of the most important duties of a Department Chair is to look after the best interests of