

College of Arts and Sciences
DEPARTMENT OF ENGLISH
Rank and Tenure Procedures and Criteria

PREAMBLE

The English department at Saint Louis University vied (E)Tj 0c 0 Tw 1.265 0 Td (S)Tj 0.613 0 Td (U)Tj 0.701 0 T

By May 15 the candidate should provide copies of all published materials (books, articles, creative work, etc) to the chair so that these may be sent to outside readers for evaluation.

By September 1, the candidate for tenure and promotion should submit a dossier that contains materials and adheres to the outline specified in the College Policy Binder .

In addition to the information and materials prepared by the candidate, the department will arrange that applications will have the following supporting documents:

By August 25, to be available for the candidate's departmental review: A summary by the chair of the candidate's student evaluations. In preparing this summary, the chair will be joined by two tenured members of the department who will be selected for this purpose by the tenured faculty at the outset of the review. Their charge will be to read the candidate's evaluations and consult with the chair in the composition of the summary.

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communicated to the faculty member, both in a meeting with the chair and in writing. At the end of this process, the candidate will receive a written assessment of his or her performance from the chair, which will be

Collegiality

Collegiality describes the willingness of an individual to work with colleagues in pursuing the business and objectives of the institution. Thus, evidence of collegiality will be found in one's capacity for cooperation and in one's ability to balance one's own interests with those of colleagues and with the interests of the department, college and university.

Eligibility and Criteria for Promotion to Professor

In compliance with the temporal guidelines indicated in The Faculty Manual of Saint Louis University, one is eligible for promotion to professor who has held the rank of associate professor for, normally, a minimum of five years. The English Department recognizes that a colleague's sustained performance while in the rank of Associate Professor in the areas of Teaching and Advising, and Scholarship and Creative Productivity, together with Service, will all be considered in the case for promotion.

Teaching and Advising

The candidate's teaching and advising should continue to be proficient, vital, and innovative. Normally, it will be expected that this pattern of accomplishment will be reflected in the candidate's sustained contributions to all levels of the Department's undergraduate and graduate programs. Evidence of the candidate's proficiency in teaching and in advising will be drawn from a variety of sources which may include: course syllabi and assignments, student evaluations, observation of classes by peers,