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**College of Arts and Sciences**  
**DEPARTMENT OF POLITICAL SCIENCE**  
**Rank and Tenure Procedures and Criteria**

**I. PROCEDURE**

**Evaluation of Application for Promotion and Tenure**

Faculty in the Department of Political Science are evaluated for promotion and tenure using the procedures and criteria described in *The Faculty Manual of Saint Louis University* and the College of Arts and Sciences Rank and Tenure Procedures in the *College Policy Manual*. The further specified procedures and criteria stated below address pertinent matters not covered or adequately specified in these two documents. Should content of this document conflict with revisions to the *Faculty Manual*, CAS documents, or relevant University policies or Provost directives, the content will be superseded accordingly.

Faculty must inform the Chair by April 1 of their intention to apply for tenure and/or promotion. Candidates for tenure and/or promotion will submit their Research Statement and supporting documents to the committee chair by May 1<sup>st</sup> of the year in which they apply in order to give the chair time to solicit external evaluation letters, colleague letters, and student letters. The candidate's full dossier should be received by August 1<sup>st</sup>. The department will meet to discuss and vote on the candidate's application no later than September 15<sup>th</sup>. The department's complete dossier (the candidate's materials plus all letters) will be submitted to the Office of Faculty Affairs by October 1<sup>st</sup>.

Faculty applying for tenure and promotion to Associate Professor will normally make that application after five years at the Assistant Professor level, unless an extension is granted by the Provost. Faculty may apply for tenure and promotion sooner if the applicable criteria are satisfied. Faculty applying for promotion to Professor will normally have completed five years at the Associate Professor level, but may apply sooner if the applicable criteria are satisfied. Inclusion of research published at a prior institution must have been approved in writing by the Dean and Provost prior to initial appointment. Research that is accepted and "in-press" may be counted as part of a candidate's research record.

- **Further Specifications for External Evaluations**

The Department will rely on four external evaluators, three chosen by the Chair from a list submitted by the candidate and one selected independently by the Chair. For this latter selection, the Chair will solicit suggestions from department colleagues. External evaluators with possible conflicts of interest including co-authors, thesis advisors, personal friends, or mentors of the candidate are not eligible to serve as external evaluators. To evaluate the candidate, external reviewers will receive (1) the applicable rank and tenure document; (2) the candidate's research statement; and (3) copies of all relevant publications and research materials the candidate wishes to present.

- **Use of Department Evaluation Committees**

Subject to the stipulations of the *College Policy Manual*, the Department will constitute itself as committees-of-the-whole for rank and tenure deliberations. All tenured faculty with the rank of professor shall serve on committees considering candidacies for promotion to professor, and all tenured faculty with the rank of professor or associate professor shall serve on committees considering candidacies for associate professor and tenure.

For junior faculty mentoring and evaluations, however, the Department will form sub-committees in accordance with its statement on midpoint review procedures.

- **Departmental Process**

What follows are the detailing of specific procedures and criteria for the handling of the tenure and promotion process within the Department of Political Science beyond those described in the *College Policy Manual*.

Meetings held to make recommendations on rank, tenure, and/or promotion applications will be presided over by the Chair or an appointed replacement, who, however, will not have a vote.

All tenured faculty appropriate to the level of the application for tenure and promotion will be present at this meeting (barring an unforeseen incapacitation or those on leave or sabbatical) and will be invited to state their views individually on the applicant's candidacy. Sufficient time will then be allotted for general discussion. Synchronous participation via Zoom or similar program is acceptable should in-person attendance not be feasible. The Chair will convene and organize this meeting, but will not participate substantively and will not vote. Eligible faculty who cannot attend the meeting in person or virtually will not vote and should not convey their opinions to other faculty members. In extraordinary circumstances (e.g., medical emergencies) the Chair may reschedule the meeting so that all eligible faculty can participate.

A vote will be taken by secret ballot. The vote will be reported to the Dean. Neither the chair nor any member of the department will communicate the substance or outcome of this meeting to the candidate. In accordance with Sec III.E.4 of the *Faculty Manual*, all communication with the candidate will come from the Dean.

Faculty who are otherwise eligible to vote on tenure and/or promotion cases in the department, but who serve on the corresponding College or University tenure and promotion committees, normally do not vote during the departmental process. If they choose to vote during the departmental process, they must recuse themselves during future votes at the College or University level. Departmental faculty who write colleague letters also do not vote during the departmental meeting. Their letter should clearly state their vote on the candidate's application.

Following this meeting: 1. The Chair will appoint a senior member of the faculty to draft a document summarizing the department's discussion and the rationale for the recommendation, including the rationale(s) for any negative votes that may have occurred. This summary will be circulated among all voting faculty members for editing and final approval before being placed in the candidate's dossier by the Chair.

2. The Chair will draft an independent letter and recommendation stating their reasons for support or lack of support for the candidate's application and the departmental vote and place that in the appropriate place in the dossier. This letter will constitute the Chair's vote.

3. The Chair will then forward the candidate's dossier in full to the Dean of the College of Arts and Sciences.

In cases of promotion to full professor when the Chair is not a full professor, the Chair will appoint a full professor in the department to manage the promotion process. The person managing the process does not vote on the case for promotion in the department and instead writes the Chair's letter. The person charged with managing the promotion process will also choose another full professor to write the document summarizing the department's discussion and the rationale for the recommendation, including the rationale(s) for any negative votes that may have occurred.

- **Midpoint Review Procedures**

College of Arts and Sciences' policy makes mandatory a departmental midpoint review of untenured, tenure-track faculty. Accordingly, the Department of Political Science has adopted this statement of midpoint review procedures.

No later than October 1 of the candidate's third year of tenure-track employment, the Department Chair, in consultation with the other tenured faculty and the candidate, shall form a committee of three tenured department faculty to conduct this review. The Department Chair will chair this committee. Barring sabbaticals or other complications, the other two committee members selected will be those whose research and teaching interests are closest to those of the candidate.

This evaluation shall consist of five phases:

- **Phase I**

The candidate will submit by October 15 a dossier consisting of the following:

- a) A curriculum vita
- b) A professional statement summarizing their contributions to the discipline and their future plans
- c) Publications and other scholarly materials
- d) Evidence of teaching effectiveness (see "Teaching" under Section II, below, for ways that teaching effectiveness may be demonstrated)

- e) A list of fellowships and awards received while at Saint Louis University
- f) A list of service contributions while at Saint Louis University

- **Phase II**

The committee will read over and evaluate this dossier. The circulation of this dossier will take no longer than one month.

- **Phase III**

The committee will meet to discuss its evaluation.

- **Phase IV**

The committee will present their draft report to a meeting of the tenured faculty and solicit comments and suggested changes before the Chair prepares the final report. The report will consist of both a general overall evaluation and a list of specific suggestions for the candidate's subsequent formal tenure review. The Chair will present and discuss the report with the candidate.

- **Phase V**

The Chair will submit an evaluative summary of the report to the Dean of the College of Arts and Sciences, which will then be included in the candidate's tenure and promotion dossier.

## II. CRITERIA

**To be promoted to the rank of Associate Professor and receive tenure, a faculty member must show continuing progress and development in the following areas:**

### Teaching

A faculty member must demonstrate good teaching. The Department recognizes that good teaching encompasses a wide variety of conceptual approaches, methods, styles, levels of complexity, and formats and that pedagogical responsibilities are varied. Therefore, evidence of good teaching may take a variety of forms. The Department is primarily concerned with evidence that is directly connected with quality teaching.

*Among the ways good teaching can be shown are:*

- \* Student evaluations measured using quantitative and qualitative data such as department and college averages as well as student comments.
- \* letters from colleagues who have observed the faculty member's class or taught with the faculty member
- \* letters from students or former students
- \* innovation and experimentation, including interdisciplinary collaboration and revision of courses
- \* development of new courses and cooperation in meeting the curricular needs of the Department
- \* presentation of clear syllabi and valuable assignments
- \* production of high quality student projects
- \* currency of knowledge
- \* mentoring through the supervision of student projects, independent study projects,

- internships, theses and dissertations
- \* grade distributions in selected classes help to put other kinds of evidence about teaching in context, given the known correlation between grades and student evaluations.

### **Advising**

A faculty member must demonstrate proficiency in advising students outside the classroom.

*This includes:*

counseling with regard to academic programs and registration  
providing guidance as the need arises  
accessibility and willingness to help students with academic and career planning

### **Research**

A faculty member must give evidence of creativity and productivity in scholarly research through refereed publications. If available, positive external professional reviews of their work can be included (or, can enhance the candidate's record). The faculty member must also show intellectual independence in his/her current work and the promise of future contributions to his/her chosen field.

*This research activity can be shown by:*

Ordinarily, four to five peer-reviewed articles in well-regarded disciplinary journals or the equivalent in a scholarly, peer-reviewed book published with a reputable press. However, in judging the candidate's research, emphasis will be placed on the quality, originality, and significance of the scholarship rather than on the quantity.

There is no number of articles that guarantees tenure. Quantity expectations will vary depending on the quality and prestige of the outlet, as judged by the standards of the discipline and the particular subfield of specialization. Candidates are advised to aim toward the upper end of the range, since the fewer the publications the higher the quality must be to merit tenure.

Intellectual independence can be indicated by external reviewer comments, reviews of the book, awards, and evidence of research production beyond the dissertation.

Other forms of scholarship can also be taken into consideration, depending on their impact and quality. Unless they are in particularly prestigious or significant outlets, these forms of scholarship would not normally be sufficient for tenure on their own.

*These include:*

books or articles which, though not refereed, received considerable attention and are highly regarded (seen through good reviews, prizes, wide discussion, etc.)  
successful grantsmanship  
commissioned works in edited volumes, journal and magazine articles, book chapters, published lectures  
book reviews  
encyclopedia articles

pamphlets  
papers in conference proceedings  
working papers  
unpublished papers presented at academic conventions and workshops

In this wide range of works, the Department recognizes that there can be significant qualitative differences.

For all co-authored work, the respective roles and responsibilities of the various authors must be addressed by the candidate with specificity and the delineation of any adopted or accepted conventions regarding the placement of authorial names as far as credit or percentage of effort might be concerned

### **Service**

A faculty member must provide evidence of service to the University, College, and Department or, in the case of joint appointments, Departments. Among other things, this service may be shown by leadership roles or membership in the committees of these academic units and by participation in such activities as lectures or panel discussions.

A faculty member is to participate in the activities of professional associations in political science and other relevant areas (for example, area studies or interdisciplinary organizations). Service in this area includes acting as an external referee for articles, books, and grants, and chairing sessions at professional meetings and conventions.

Profession-related community service will also be taken into account. This form of service is especially important for some political scientists due to the vital role that they can play in the political process of a democratic society.

The department expects individual faculty to show a willingness to contribute to the goals of the university, college, and department. Willingness to contribute may be shown through teaching, research, and service.

**To be promoted to the rank of Professor, a faculty member must give evidence of continued progress and development in all of the above areas.** Promotion to the rank of full professor requires delivering on the promise offered at tenure time. Materials considered for promotion to the rank of Professor will be those since the application for tenure and promotion. To be promoted to the rank of Professor, a faculty member must demonstrate a continued commitment to excellence in the following areas:

### **Teaching**

A faculty member must demonstrate a continued commitment to good teaching, based on student evaluations, course development, currency of knowledge, the supervision of theses and other projects, and the success of former students in their chosen professions.

### **Advising**

A faculty member must demonstrate proficiency in advising students and helping them with academic and career planning. Evidence of effective advising may include:

counseling with regard to academic programs and registration

providing guidance as the need arises

accessibility and willingness to help students with academic and career planning

### **Research**

The faculty member must show evidence of a substantial contribution to the discipline, beyond the materials submitted at the time of promotion to associate professor, through the publication of a book with a respected academic press or the publication of at least five refereed journal articles. Other types of research may help build a case for promotion, including those listed above under "Research" in Section II of this document. The department reserves the prerogative to support a case for promotion in cases where the candidate may have fewer publications but can make an argument for the exceptional quality of the placements and/or their impact on the field.

### **Service**

To be promoted to full professor, a faculty member must show significant engagement in service to the department, College, and University. This could be shown through chairing committees and otherwise taking an active leadership role.

### **Administration**

For faculty members who have completed at least one term as department chair, accomplishments in this role may reduce expectations in other categories in order to better reflect a workload heavy with administrative responsibilities. For instance, such candidates might show less new course development or supervision of theses, or less service beyond the role of chair.

**To be awarded emeritus/a status, a faculty member must have at least ten years of full-time service and must plan to remain professionally active after their resignation or retirement.** In extraordinary circumstances, faculty members with a shorter period of service may be considered for emeritus/a status. Emeritus/a status recognizes the achievement of distinction on the part of tenured or nontenure-track faculty members in teaching, research, service, or administration and their ongoing relationship with the University. A majority vote of the department's tenured faculty will be sufficient to recommend the candidate be awarded emeritus/a status.