

**College of Arts and Sciences  
Department of Psychology**

**Reviewed & Revised, April 2016**

**RANK AND TENURE PROCEDURES AND CRITERIA**

**1. PROCEDURE**

**Evaluation of Application for Promotion and Tenure**

Faculty members in the Department of Psychology 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 in section II.A.5 of the College Policy Binder. In addition, the procedures described below are followed.

- a. The candidate's dossier is made available for review by all tenure-track members of the department.
- b. All tenure-track members meet to discuss the materials. The Department Chair is the chair of this meeting, unless he or she is the candidate. In that case a senior member of the faculty is chosen to chair the meeting.
- c. All tenured members of the department may vote on tenure cases. All tenured associate and full professors of the department may vote on cases involving promotion to Associate Professor, and all tenured full professors may vote on cases involving promotion to Professor. The College Policy states: "If a faculty member is not able to attend the discussion, the chair should obtain the faculty member's vote in absentia" (II.A.5.7, paragraph 4.2).
- d. Following the vote, two faculty members give oral feedback to the candidate. These persons will be designated before the discussion begins, and will take detailed notes on the discussion.
- e. In the case of a marginal or negative vote, the Chair meets with the candidate to discuss perceived weaknesses in the application. As specified in the College Policy, the candidate may withdraw the application at this time (paragraph 4.3).
- f. The Department Chair will write a summary of the discussion based on her/his notes and the notes of two other faculty. This summary should be available for a reasonable period of time for review and correction by all tenure track faculty members, and must be reviewed by those who took notes. The candidate may also review this summary, and may write a response.

- g. The Chair's summary and the candidate's response, if any, are included with the dossier that is forwarded to the office of the Arts and Sciences Dean.
- h. **Outside evaluators.** Included in the evaluation of the candidate, and in the materials submitted to the office of the Arts and Science Dean, are letters from outside evaluators. Letters are obtained from (not less than) three outside evaluators, all of whom are recognized scholars in the candidate's field. These evaluators primarily evaluate the candidate's research and professional reputation and accomplishments, but may also add any other relevant information. The candidate compiles a list of potential outside evaluators for the chair. The Chair consults with faculty members in the candidate's graduate program specialty or area of specialization, as well as the candidate. The Chair then selects three outside evaluators. Additional evaluators beyond three may be added if both the candidate and the chair agree that this is desirable.

### **Mentoring and Evaluation of Untenured Faculty**

Each new member of the faculty, in consultation with the Chair, asks a senior faculty member to serve as mentor. The process is developed individually by each pair, usually after the first semester.

#### **This is the process for the formal third year review:**

- a. The review committee shall be composed of the Department Chair and two tenured psychology faculty members chosen by the person under review in consultation with the Chair. The review should provide an objective picture of progress toward tenure, conducted in a collegial, supportive manner.
- b. The materials submitted to the committee should be similar to the dossier that eventually will be presented by the candidate at the time of a tenure review. The Chair and two faculty members will use the forms provided by the college. We will not solicit student letters or external reviews at this time, but will discuss with the third-year faculty member how those persons are selected for the tenure review.
- c. The committee will meet to discuss the materials, and one person will write a summary of the review.
- d. The committee will meet with the person being reviewed to present and discuss the summary. The summary will be revised, if necessary, and then sent to the Dean of the College, with a copy to the person under review.

- e. The faculty member will submit his or her dossier no later than the end of the fall semester of his or her third year. The Chair will distribute it to the committee, which will meet no later than January 15 to discuss the faculty member's materials and, in turn, write a summary of its review. The committee will meet with the faculty member no later than February 1 to discuss the review. A final summary will be submitted to the Dean's office by February 15.

## **2. CRITERIA**

### **Introduction**

These criteria supplement those in the Faculty Manual. We evaluate faculty in all areas required by the College and University, but we primarily evaluate teaching and research. A candidate should satisfy the criteria in each of the areas of teaching and research. However, a person may be promoted if he or she falls slightly below expectations in one of the two areas of teaching or research, but makes up for this by an outstanding record in the other area.

### **Criteria for Promotion to Associate Professor with Tenure**

In the area of teaching, we expect the candidate to present student ratings that are close to average for the department, course materials that indicate well planned, current, challenging courses, and a self-evaluation that indicates a scholarly approach. We expect positive, but realistic, evaluations from colleagues. Testimonials from a few individual students carry little weight. An outstanding teaching record can balance a research record that falls slightly below expectations.

As a part of teaching, we include advising and supervision. Candidates for promotion must show that they have met their responsibilities as advisors. There should be no evidence that this responsibility is avoided. Supervision is a very important component of graduate training in psychology. It is a major and essential part of the work of faculty in our clinical program. These faculty members are expected to receive favorable evaluations of their supervision. In our applied-experimental program, supervision is not as extensive, but where it occurs positive evaluations also are expected.

Candidates should be involved in research. For tenure and promotion to Associate Professor, the research should have the promise of leading to a significant contribution to the discipline of psychology. An average of one or two publications each year in refereed journals is a reasonable expectation. There are other considerations, however, that caution against rigid counting of publications. For example, one long publication in a high quality journal may be more difficult

to achieve than several short reports of experiments. An outstanding research record can balance a teaching record that falls slightly below expectations.

All faculty serve on department committees. For promotion to Associate we expect some service to the College or University, or to professional organizations.

Skills and knowledge of the field are implied in the above criteria, and are assessed using the materials submitted for teaching and research.

We expect candidates to receive positive statements from colleagues concerning collegiality both in the written evaluations' and during the discussion that is part of our process. Positive ratings of collegiality reflect the faculty member's ability to work cooperatively with colleagues in pursuing the business and objectives of the Department, College, and University.

#### Criteria for Promotion to Professor

A distinguishing quality for promotion to full professor is that the faculty member should have realized the promise of a significant research and scholarly contribution to the discipline of psychology. This should be evidenced in (a) a general recognition within the scientific/scholarly community in the individual's areas of inquiry that can be documented through external letters, publication citations, and/or other means, and (b) a record of significant scholarly accomplishments appropriate to the individual's field. Typically, the latter criterion will involve publications in the form of articles in appropriate refereed journals, chapters in scholarly edited volumes, and/or academic books. Research grants, editorial appointments and activities, and presentations at major national and international conferences may be considered as well. Owing to necessary differences in the form of scientific inquiry, and the resources necessary for it, what constitutes a strong record of research and scholarship varies across psychology's sub disciplines. Accordingly, different combinations of research contributions may have merit.

In addition to a strong record of research, we expect continued outstanding performance in teaching, including advisement and supervision as relevant to the faculty member's teaching roles.

The faculty member should maintain a satisfactory record of service at the department, college, and university levels, and continued positive evaluations of collegiality (as defined in the criteria for promotion to Associate Professor).

## **Evaluation of Application for Promotion on the Non Tenure-Track**

Non-tenure track faculty members in the Department of Psychology are evaluated for promotion using the procedures described in The Faculty Manual of Saint Louis University and the College of Arts and Sciences Rank and Tenure Procedures in section II.A.6 of the College Policy Binder. In addition, the procedures described below are followed.<sup>1</sup>

A. The candidate's dossier is made available for review by all non-tenure and tenure-track members of the Department.

B. All non-tenure and tenure-track members meet to discuss the materials. The Department Chair is the chair of this meeting, unless he or she is the candidate. In that case a senior member of the faculty is chosen to chair the meeting.

C. All tenured and non-tenure track members of the comparable rank for which the applicant is applying of the Department may vote on non-tenure track promotion cases. All tenured and non-tenure track associate professors and professors of the Department may vote on cases involving promotion to associate professor, and all tenured and non-tenure track professors may vote on cases involving promotion to professor. The College Policy states, "If a faculty member is not able to attend the discussion, the Chair should obtain the faculty member's vote in absentia" (II.A.6.7, part4.2).

D. Following the vote, two faculty members give oral feedback to the candidate. These persons will be designated before the discussion begins, and will take detailed notes on the discussion.

E. In the case of a marginal or negative vote, the Chair meets with the candidate to discuss perceived weaknesses in the application. As specified in the College Policy Binder, the candidate may withdraw the application at this time (II.A.6.7, part 4.3).

F. The Department Chair will write a summary of the discussion based on her or his notes and the notes of the two designated faculty members. This summary should be available for a reasonable period of time for review and correction by all tenure-track and non-tenure track faculty members, and must be reviewed by those who took the notes. The candidate may also review this summary, and may write a response.

G. The Chair's summary and the candidate's response, if any, are included with the dossier that is forwarded to the Office of the Dean.

H. Internal and External Evaluators

Included in the evaluation of the candidate and in the materials submitted to the Office of the Dean are letters from evaluators internal and external to the department. Letters are obtained from (not less than) three internal faculty evaluators, (at least) one external evaluator, and (not less than) three student evaluators. The three internal evaluators

primarily evaluate the candidate's professional functioning within the scope of their job description, but may also add any other relevant information. The one external evaluator is chosen for his or her knowledge or practice within the candidate's area(s) of expertise, and will provide an evaluation of these areas in the letter. The candidate and the Chair each compile a list of potential evaluators. In assembling his or her list, the Chair consults with faculty members in the candidate's graduate program specialty or area(s) of specialization, but is not restricted to their recommendations. From these lists, three internal faculty, one external professional, and three internal student evaluators are chosen, such that the candidate and the chair each separately choose one internal faculty and one student evaluator and jointly select one internal faculty, one external professional, and one student evaluator. Additional evaluators beyond the seven total may be added if both the candidate and the Chair agree that this is desirable.

## **Evaluation of Application for Emeritus/a Faculty Status**

### Criteria for Promotion to Emeritus/a Status

Emeritus/a status is an honor that may be granted to retiring tenured or non-tenure-track faculty members who meet the criteria as described in the Retired and Emeritus/a Faculty Policy available on the web site of the Provost. Emeritus/a status recognizes the achievement of high distinction on the part of the faculty member and an ongoing relationship with the University. The maintenance of such a relationship is important to the department in that emeritus/a faculty members constitute a valuable resource for both colleagues and students of the department.

The faculty member is responsible for requesting emeritus/a status by notifying the Chair of the Department of Psychology. The faculty member should make this request by May 1 of the spring semester prior to the fall semester of their final academic year. By end of the first week of the fall semester of their final year, the faculty member will provide a dossier that will consist of his or her curriculum vitae and a letter summarizing his or her plan for continued professional activity.

A discussion of the candidate's request and dossier will occur early in the fall semester and will include all departmental faculty members. Following this discussion, faculty holding the academic rank of associate or full professor, regardless of tenure status, will vote on a recommendation to grant emeritus/a status. The Department Chair will summarize the discussion held by the faculty, including the outcome of the vote taken for Emeritus/a status. The Department Chair also will provide a letter summarizing the faculty member's professional activities, and significant contributions to the Department, College and University. This letter will include a recommendation, either in favor of, or against Emeritus/a status for the faculty member. The two department documents and the candidate's dossier should be submitted to the Dean of the College by the same deadline listed for other tenure and promotion cases.