

TENURE, PROMOTION, SABBATICAL, AND DEVELOPMENTAL LEAVE GUIDELINES

Saint Louis University School of Science and Engineering

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I INTRODUCTION

This document provides the procedures for application for promotion and/or tenure within the SSE as well as sabbatical and developmental leave applications. It also provides guidance on the evidence needed to support rank and promotion decisions. This document is subordinate to the Saint Louis University Faculty Manual currently in effect. The composition and procedures of the SSE Tenure, Promotion, Sabbatical, and Development Leave (TPSDL) committee are described in the Appendix of this document: Excerpt of SSE Council Bylaws (Article V, Section C - TPSDL Committee), dated May 15, 2023.

II DEPARTMENTAL GUIDELINES

Each department's guidelines are subservient to this School policy, providing additional details regarding the procedures and criteria specific to that department. The Department's guidelines are reviewed by the TPSDL committee and approved by the Dean as discussed in Appendix A. Promotion and tenure dossiers will be evaluated according to the candidate's primary academic department(s).

III PROMOTION, SABBATICAL, AND DEVELOPMENTAL LEAVE TIMELINES AND DEADLINES

The SSE TPSDL committee will consider applications for promotion and/or tenure, sabbatical, developmental leaves, and emeritus/a applications according to the timelines listed in Tables 1-4. Applications received after the respective deadlines will be considered in the subsequent year. In cases where the Department Chair is the candidate, the Dean shall appoint a replacement to take on the responsibility of the Department Chair in this process.

Table 1: Timeline regarding tenure and/or promotion cases

Action	Due Date	Responsible Party
Candidate notifies chair of intent to seek promotion in coming Fall	February 1	Candidate
Candidate provides chair with list of potential external reviewers (when applicable) and candidate's portion of External Review Package (see III.B.4)	April 1	Candidate
Chair secures a commitment from and sends the external review package to external reviewers	June 15	Department Chair
Expected return date for external reviewer letters	August 15	Department Chair
Candidate provides chair with candidate's portion of complete dossier	September 1	Candidate
Chair submits the department and candidate's portions of complete dossier to the Dean's office	October 1	Department Chair
TPSDL submits its evaluation to the Dean	November 15	SSE TPSDL Committee Chair
As per Faculty Manual Sec. III.E.4 (p.17), Dean provides candidate a written summary of recommendation (applicant's last opportunity to withdraw) and then submits evaluation to UCART	December 1	SSE Dean

Table 2: Timeline regarding sabbatical and developmental leave applications

Action	Due Date	Responsible Party
Candidate sends chair the proposal for sabbatical/leave	August 15	Candidate
Chair submits cover letter and proposal to the Dean's office	September 1	Department Chair
TPSDL provides its recommendations to the Dean	October 1	SSE TPSDL Committee Chair

Table 3: Timeline regarding midpoint and third-year reviews

Action	Due Date	Responsible Party
Candidate provides CV and statement to Chair using the format described in Section IV.A	January 15	Candidate
Chair provides the review to the Dean's office	February 15	Department Chair
TPSDL provides its review to the Dean	April 1	SSE TPSDL Committee Chair
Dean meets with the faculty member to review	May 1	SSE Dean

As per the Faculty Manual, "Pre-tenure faculty will be reviewed near the midpoint of the probationary period." For a typical tenure-track assistant professor, this "Midpoint Review" occurs during the Spring of their third full year of employment. "Should a faculty member obtain an extension of their probationary period prior to the completion of their midpoint review, they may choose to delay the midpoint review for the time period equivalent to the extension."

As per the Faculty manual, "Reviews of non-tenure-track faculty will be conducted after completion of at least four, but not more than six, full semesters of the faculty member's SLU employment unless a previously approved developmental, family, medical, or other official leave warrants a delay."

Table 4: Timeline regarding emeritus/emerita applications

Action	Due Date	Responsible Party
Candidate submits request to Chair	January 15	Candidate
Chair provides cover letter and application to the Dean's office	February 1	Department Chair
TPSDL provides its recommendations to the Dean	March 1	SSE TPSDL Committee Chair

IV PROMOTION DOSSIER FORMAT AND CONTENTS

The dossier must be submitted as native (*not* scanned) PDFs with documents arranged in the order dictated by the University Committee on Academic Rank and Tenure (UCART). The dossier should not include: copies of publications or creative works, individual student evaluations, copies and/or notifications of awards. These items may be kept on file for review should they be requested during the evaluation process.

IV.A CANDIDATE SUBMISSION

IV.A.1 CURRICULUM VITAE

The information in the CV should appear in the following order. All sections should be included, though some may be marked as not applicable.

Reviews are primarily based upon work that has been done since the time of hire or the last promotion, where consideration of any work completed prior to joining SLU must be accompanied in the dossier by the letter from the Dean and/or Provost with negotiated details. In all sections, the candidate should clearly identify which work was prior to the relevant time period.

- 1) General Information
 - a. Name, present rank, and department affiliation(s).
 - b. Degrees earned, including institutions and dates.
 - c. Professional experience, including organizations, positions, and dates.
- 2) Teaching
 - a. List of courses taught at Saint Louis University since hire or the last promotion. Identify new course preparations and indicate if they are new to the department.
 - b. Summary of teaching evaluations, including representative student comments.
 - c. List of teaching awards, including a brief description of the criteria and method of selection.
 - d. Grants or fellowships for teaching innovations, including a brief description of the criteria and method of selection.
 - e. Involvement in curricular development.
 - f. Other pedagogical activities.
- 3) Advising and Mentoring
 - a. List of advising and mentoring assignments at SLU.
 - b. Awards for advising and mentoring, including a brief description of the criteria and method of selection.

- c. Grants or fellowships for advising and/or mentoring innovations, including a brief description of the criteria and method of selection.
- 4) Research/ Scholarship
- a. Publications critically evaluated by experts. Indicate at each citation the nature of critical evaluation (e.g., is it a refereed journal? Do the editors do the evaluation?)
 - b. Other publications.
 - c. Works in progress.
 - d. Awards and recognition for research, including a brief description of the criteria and method of selection.
 - e. Grants, scholarships, and fellowships for research. Indicate status (e.g., proposed, funded, rejected), funding amount, funding agency, internal vs. external, and candidate's role (e.g. PI vs co-PI). Include a brief description of the criteria and method of selection.
 - f. Lectures, papers, speeches presented at professional meetings or educational institutions. Include a brief description of the criteria and method of selection (e.g. invited/contributed).
 - g. Other
- 5) Service
- a. Professional
 - b. University
 - c. School
 - d. Department
 - e. Community
 - f. Awards for service, including a brief description of the criteria and method of selection.
 - g. Grants or fellowships to pursue service, including a brief description of the criteria and method of selection
 - h. Other

IV.A.2 CANDIDATE STATEMENT

This statement should not reiterate the information provided in the CV. Rather, it should be a clear and concise document (of 2-4 pages in length) that describes how the candidate's efforts contribute to the missions of the University, school, and their academic department(s). The statement should describe the context and impact of the candidate's work in terms of teaching, advising/mentoring, research/scholarship, and service. Finally, the statement should discuss the

candidate's plans for continued advancement in each of these areas. Candidates should acknowledge an early application in their statement.

IV.B DEPARTMENT-LEVEL DOCUMENTS

IV.B.1 RECOMMENDATION OF THE CHAIR

The department chair or comparable administrator of the candidate's department/unit will provide a letter addressing their evaluation of the candidate in accordance with the departmental criteria. They will use the appropriate form from the Office of the Provost and address the topics outlined in that form. In addition, the chair letter should indicate all the support given to the candidate prior to the current promotion, including start-up package amounts, laboratory space, graduate research assistants or postdoctoral support, and any leaves or teaching-load reductions. The chair's letter should report the departmental vote, explanation for supporting or dissenting votes, and the reason for any recusals. The chair's letter should also describe any discrepancies between their own recommendation and that of the department.

IV.B.2 DEPARTMENT COMMITTEE LETTER

If there is a department committee, there should be a department letter explaining reasons for both supporting and dissenting votes.

IV.B.3 COLLEAGUE EVALUATIONS

The department Chair or equivalent administrator must obtain a minimum of two colleague evaluations, with at least one coming from within the department. These evaluations are typically provided by senior faculty members. Evaluators will use the designated form from the Office of the Provost, which must be submitted to the Chair. It should be noted that a colleague letter is considered a vote, and therefore a letter writer shall not vote again at the department level nor serve as a member of a departmental committee.

IV.B.4 EXTERNAL LETTERS OF EVALUATION (IF APPLICABLE)

For applications to tenured Associate Professor or tenured Professor, a minimum of three external letters are required. Chairs should typically send requests for more than three letters to assure that the minimum number is received. Note that once an external letter is received, the chair must include that letter within the dossier.

For promotion of non-tenure-track faculty, the chair may decide, consistent with the department guidelines and depending on the particular workload of the faculty member,

whether or not external letters are needed to document the national and international reputation of the candidate.

When external letters are to be sought, the candidate will submit to the department chair, by the date given in Table 1, the names of potential external reviewers who do not have a conflict of interest. Conflicts of interest include but are not limited to: 1) research mentors, 2) current collaborators, 3) co-authors on papers or grants within the last five years, 4) faculty's own past mentees, and 5) family or friends.

The department chair will solicit the external letters according to the promotion being sought and departmental guidelines. The external packet sent to reviewers must include:

- A cover letter that details the rank (with/without tenure) sought by the faculty member and the time period indicating which work was performed since hire (or, if the candidate has provost approval to count work prior to hire, what work counts) or since the last promotion, support given to the candidate prior to the current promotion, including start-up package amounts, laboratory space, graduate research assistants or postdoctoral support, the teaching load, and any leaves.
- A copy of the Departmental guidelines for tenure and promotion applicable to the candidate.
- A copy of a current CV provided by the candidate.
- A copy of or links to relevant publications provided by the candidate.

V SABBATICAL AND DEVELOPMENTAL LEAVE APPLICATIONS

The Faculty Manual defines both Sabbatical Leaves (available to full-time tenured faculty members) and Developmental Leaves (available to full-time untenured and non-tenure-track faculty members). The Sabbatical/Developmental Leave Policy is posted on the Provost's website and includes the precise format that must be used for a sabbatical or developmental leave proposal. For both sabbatical and developmental leave applications, it is critical that candidates clearly articulate the purpose of the leave, the value of the leave to both the candidate and the University, and any expected outcomes (e.g., grant proposal submissions, publication submissions).

VI EMERITUS/EMERITA APPLICATIONS

Full-time faculty members at all ranks and tenure statuses are eligible to apply for emeritus/emerita status provided they meet the criteria outlined in the SLU Retired and Emeritus/a Faculty Policy. The candidate should provide a CV and indicate their continuing

professional efforts and connection with the University in their application. Departmental evaluation of emeritus/emerita candidates should include a vote by all full-time faculty within the department. The chair should indicate in their letter the vote of the faculty, the chair's vote, and the impact of their application. This is followed by a recommendation from the SSE TPSDL Committee and the Dean. Completed applications are then submitted to the Office of Faculty Affairs for Provost review and decision.

Tenure, Promotion, Sabbatical, and Developmental Leave Committee

The Tenure, Promotion, Sabbatical, and Developmental Leave Committee will be composed of six members:

- Four faculty members at the rank of Tenured Full Professor, including at least one from a science department (Chemistry, Computer Science, Earth and Atmospheric Sciences, Physics) and one from an aviation/engineering department (Aviation, Aerospace and Mechanical Engineering, Biomedical Engineering, Civil, Computer, and Electrical Engineering).
- One non-Tenure Track (NTT) Faculty member
- An ex-officio, non-voting Chair

The chair of the committee will be an ex-officio, non-voting position elected by the existing committee to serve a one-year term in the next academic year. This election shall take place prior to the election of new committee members each spring. The chair will serve as a committee advisor, coordinator, and manager so that the elected members can focus on candidate evaluation. The Chair will also serve as an ex-officio, non-voting member of the SSE Council and the Executive Committee.

No department will have more than two voting members on the committee at a time. Candidates for election may be self-nominated or nominated by a colleague and must agree to fulfill the required committee commitment. All voting committee members will serve two-year terms unless selected to be Chair, with elections occurring every year in an alternating fashion for the tenured professor positions. The Chair may serve an additional year on the committee beyond the two-year term.

The election process for tenured full professor candidates will consist of two ballots, one for science faculty and one for aviation and engineering faculty. The top voted tenured full professor candidate in the sciences and the top voted candidate in aviation/engineering will be elected to the committee, with each assembly member able to vote once on each ballot. An exception to this procedure is if a committee member will be ending their term early to become Chair. In this case, the ballot on the same program side (science or aviation/engineering) as the elected Chair will allow votes for two candidates by each assembly member, with the highest voted candidate filling the standard two-year term, and the second serving a one-year term to replace the elected Chair. The NTT member vote will take place every two years with each

assembly member able to vote once on the ballot and the highest voted candidate being elected to the committee. If the result of an election is that more than two voting members from a single department (including the current or elected NTT candidate) would serve on the committee, the next highest voted candidate on the tenured professor ballots that does not violate the two-member-per-committee maximum will be elected. If two tenured members from the same department are elected in a single ballot, the candidate receiving fewer votes will be the one replaced by this procedure.

These changes in committee composition will take effect in the 2024–25 academic year with the first election in Spring 2024. In this initial election, the NTT election will proceed as described, but each assembly member will be able to vote for two candidates on each tenured full professor ballot. The highest-voted candidate on each ballot will serve a two-year term, the second-highest a one-year term. This vote will be subject to the single-department restrictions described previously. Any faculty member who is going up for promotion during the academic year is ineligible to serve on the committee.

The Tenure, Promotion, Sabbatical, and Developmental Leave Committee is responsible for the three-year evaluation of assistant professors, the tenure and promotion decision from assistant to associate, the promotion decision from associate to full professor, non-tenure track promotions, emeritus appointments, and sabbatical recommendations. The non-tenure track faculty are to recuse themselves from deliberations and voting for tenure-track promotions.

When necessary, the Tenure, Promotion, Sabbatical, and Developmental Leave Committee reviews college and departmental policies and procedures relative to rank, tenure, and sabbaticals. In matters relative to these policies and procedures, the committee makes recommendations to the SSE Council, except where noted in these Bylaws.

The committee does not report to the SSE Council on its recommendations relative to rank, tenure, and sabbaticals. The Dean does not attend meetings at which rank and tenure cases are evaluated. The Dean may only attend Tenure, Promotion, Sabbatical, and Developmental Leave meetings based on the invitation of the committee.

It is customary for the College representative to the University Committee on Academic Rank and Tenure (UCART) to attend all meetings of the School Tenure, Promotion, Sabbatical, and Developmental Leave Committee. The UCART representative acts as an ex-officio member of the committee.

The process for review of Departmental Rank and Tenure Guidelines is:

1. Departments will submit their Rank and Tenure Guidelines to the SSE Executive Committee. If deemed sufficiently complete on initial inspection, the Guidelines will be assigned to the Tenure, Promotion, Sabbatical, and Developmental Leave Committee.
2. The Tenure, Promotion, Sabbatical, and Developmental Leave Committee will review the Guidelines and, if necessary, return them with recommendations to the submitting department for revision.
3. The Department can then revise the Guidelines and re-submit the revised document directly to the Tenure, Promotion, Sabbatical, and Developmental Leave Committee.
4. The Tenure, Promotion, Sabbatical, and Developmental Leave Committee will make a final set of recommendations and forward them with the revised Departmental Guidelines to the Dean.