



Last Approved 10/26/2023  
Next Review 10/25/2026

Owner Jane McHowat:  
FT 12 Mo Faculty  
Document Area SOM-  
Organizational Documents  
Applicability Saint Louis  
University  
Campus Wide

## School of Medicine Appointment, Promotion and Tenure Committee Charter

### Mission Statement/Purpose.

The Appointment, Promotion and Tenure Committee makes recommendations to the Dean on matters of appointment, promotion, tenure, and sabbatical leave for full-time and part-time faculty positions.

### Membership.

Voting members of the Appointment, Promotion and Tenure Committee are appointed by the Nomination and Election Committee as outlined in the School of Medicine Bylaws of the Faculty.

There are nine voting members of the committee comprised of full-time faculty.

Seven or more of the committee will be comprised of senior faculty (mostly Professors, with a few Associate Professors).

A minimum of 3 members will have been awarded tenure.

Membership should include representation from the basic science and clinical departments (currently three basic science and six clinical faculty).

Members will be appointed for three-year terms and may be reappointed for an additional three years. At least one year must elapse before eligibility for membership in future. Appointments to the Committee shall be staggered to ensure no more than two to three members are replaced in any year.

The Associate Dean of Faculty Affairs and Professional Development serves as *ex-officio* without vote.

The School of Medicine Office of Faculty Affairs and Professional development shall provide

administrative support.

## Chair.

The chair is nominated by the Nomination and Election Committee from the current Committee members and is appointed by the Dean. The Chair serves on a yearly, renewable term for up to three years. The Chair is a voting member of the committee.

## Responsibilities.

The Committee considers new faculty appointments on a monthly basis as requested by the School of Medicine departments. Faculty track and rank recommendations are then made to the Dean of the School of Medicine.

The Committee reviews and evaluates dossiers from faculty under consideration for promotion and/or tenure on a yearly basis and makes a recommendation to the Dean.

The Committee will formally review the Guidelines for Faculty Appointments and Promotions as necessary and recommend changes to faculty and the Dean.

## Meetings/Procedures.

The monthly meetings of the committee to consider faculty appointments are virtual each month. Dossiers are shared with committee members by the Office of Faculty Affairs and Professional Development.

The committee meets in person annually to review and evaluate dossiers submitted by faculty for consideration for promotion and/or tenure. Dossiers are prepared and shared with committee members by the Office of Faculty Affairs and Professional Development.

The Chair presides over all meetings and reports to the Dean on a regular basis as needed.

When there is a call for a vote, there must be at least 7 voting members present. The Chair states the motion clearly, and each member will vote independently.

Recommendations for appointment or promotion are reported to the Dean of the School of Medicine by the Office of Faculty Affairs and Professional Development.

Charter approved by the APT Committee 10/26/2023

## Approval Signatures

Step Description	Approver	Date
VP Medical Affairs	Christine Jacobs: None	10/26/2023

SOM of Policy and Procedure  
Review Committee

Jane McHowat: FT 12 Mo  
Faculty

10/26/2023

SOM of Policy and Procedure  
Review Committee

Stephanie Decker

10/26/2023

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## Applicability

SLUCare, Saint Louis University

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