



## TENURE UNIT STANDARD ROUTING SHEET

In support of the following academic policy statements, tenure unit performance standards will be maintained and made publicly available by the Office of the Provost's Faculty Records Team. Per policy, each of these sets of standards will be reviewed every five (5) years, submitted to the Office of the Provost using this routing form for all signatures.

- APS [900417](#), Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty
- APS [980204](#), Performance Evaluation of Tenured Faculty (Post-Tenure Review)
- APS [820317](#), The Faculty Evaluation System of Tenured and Tenure-Track Faculty

Please note the following:

- Use a separate routing sheet for each set of tenure unit standards.
- Submit files in portable document format (PDF) only.
- Ensure the set of standards being submitted **have been approved** by the tenure unit **and** college dean.

**Tenure Unit:** Department of Victim Studies

**College/Unit:**

- |                               |  |                               |                                |                              |
|-------------------------------|--|-------------------------------|--------------------------------|------------------------------|
| <input type="checkbox"/> CAM  | <input checked="" type="checkbox"/> COCJ | <input type="checkbox"/> CHSS | <input type="checkbox"/> COM   | <input type="checkbox"/> NGL |
| <input type="checkbox"/> COBA | <input type="checkbox"/> COE             | <input type="checkbox"/> COHS | <input type="checkbox"/> COSET |                              |

**Standard:**

- Promotion and Tenure     
  Post-Tenure Review     
  Faculty Evaluation System (FES)

**Contact:**

Name (first & last): Shelly Clevenger

SHSU Email: sxc167@shsu.edu

Phone: \_\_\_\_\_

**Approved By:**

  
 \_\_\_\_\_  
 Department Chair

  
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 College Dean

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 Provost & Sr. VP for Academic Affairs

# **STANDARDS OF PERFORMANCE**

## **Guidelines for Tenure and Promotion**

### **Department of Victim Studies**

The standards for tenure and promotion in the Department of Victim Studies at Sam Houston State University (SHSU) reflect a commitment to academic excellence. In order for tenure and/or promotion to be awarded, the candidate must have demonstrated a commitment to academic excellence. This policy sets forth the standards for tenure and promotion in the Department of Victim Studies. These standards are consistent with, and subservient to, SHSU Academic Policy #900417 and the rules and regulations set forth by The Texas State University System (TSUS).

#### **For Award of Tenure – Promotion to Associate Professor**

Candidates must possess the terminal degree appropriate to the discipline and under usual circumstances, must have served at least five and one-half years as an Assistant Professor. Candidates must demonstrate a sense of consistency and growth in their teaching and scholarly activities, clear and convincing evidence of emerging stature as regional or national authority, and cooperation within their academic department, and a likelihood of continuing excellence. Specific guidelines include:[1]

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[1] According to Academic Policy #900417, “A faculty member cannot be promoted to the rank of associate professor without a concomitant award of tenure” (2.04).

#### **Teaching**

- Positive teaching evaluations as established by both student and administrative evaluations of performance
- Evidence of teaching development and incorporation of best and emerging pedagogical practices
- Use of appropriate classroom communication skills and equitable procedures in measuring student performance
- Evidence of involvement with students (e.g., advising, mentorship, student organizations, and other student activities)
- Involvement in teaching and curriculum development

### **Research and Scholarly Activity**

Individual will demonstrate scholarly activity through the following

- Publication / acceptance of articles in refereed or peer-reviewed journals;
- Publication of books;
- Awards;
- Attempts to secure externally funded support of scholarly activity;
- Presentations of scholarly papers or works at professional forums or
- Participation as an invited lecturer, presenter, or other such activity at regional, state, or national professional functions or venues.
- Demonstrated potential of sustained growth in scholarly activity
- Attendance at or participation in professional conferences, colloquia, seminars, webinars, trainings, workshops, faculty learning community, and/or short courses.

### **Professional Service**

- Established and continued record of (pro bono) service to the university, profession, or community (this includes service to committees, organizations, or working groups).
- Participation in the service to the university, profession and/or community.
- Memberships in appropriate regional and national professional societies
- Works to reach collaborative decisions of the department
- Works positively and collaboratively within the department, college and University
- Completes committee responsibilities and other assignments and reports in a timely manner
- Effectively and responsibly represents faculty on committees
- Consistently operates within the established chain of command
- Promotes the welfare of the program in service assignments

## **For Promotion to Professor**

### **Research**

The rank of Professor is the most prestigious academic rank at the University. For promotion to this rank, candidates must possess the terminal degree appropriate for the discipline. Under usual circumstances, a candidate must have served a minimum of five and one-half years as Associate Professor. A candidate must demonstrate the highest levels of attainment in the criteria appropriate to their work assignments including a history of leadership and cooperation at all university levels, and a likelihood of continuing excellence and achievement. Specific criteria for promotion to the rank of Professor include:

### **Teaching**

Positive teaching evaluations as established by both student and administrative evaluations of performance

- Evidence of teaching development and incorporation of best and emerging pedagogical practices and updated course materials
- Sustained record of student support, assistance, and/or mentorship.
- Demonstrated evidence of participation in program and curriculum enhancement, development, or planning

### **Research and Scholarly Activity**

- Record of sustained scholarly activity as evidenced by publication of articles in refereed or peer-reviewed journals, publication of books, editorships, awards, receipt of grants and contracts
- Sustained participation in professional societies as evidenced by presentations of papers at professional venues or other equivalent activity associated with professional conferences, or any other peer-evaluated scholarly activity with regional or national recognition
- Establishment of region-wide or nation-wide or international reputation for professional excellence and accomplishment
- Sustained participation at professional conferences
- Membership in appropriate regional and national professional societies

-Regular participation in professional colloquia, seminars, workshops, webinars, training, exhibitions, and/or short courses

### **Professional Service**

-Increased record of (pro bono) service to the profession, university, and community  
(This includes service to committees, organizations, or working groups)

-Demonstrated leadership roles in the profession, the university, and the community

Works to reach collaborative decisions of the department

-Promotes the welfare of the program in service work

-Consistently operates within the established chain of command

-Works positively and collaboratively within the department, college and University

-Completes committee responsibilities and other assignments and reports in a timely manner

-Responsibly and effectively represents the department on committees

-Effectively and positively mentors other faculty members