



## 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:** School of Agricultural Sciences

**College/Unit:**

- |                               |                               |                               |   |                              |
|-------------------------------|-------------------------------|-------------------------------|---|------------------------------|
| <input type="checkbox"/> CAM  | <input 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 checked="" type="checkbox"/> COSET |                              |

**Standard:**

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

**Contact:**

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**Approved By:**

*Doug Ullrich Jr*  
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Department Chair

*[Signature]*  
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College Dean

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 Provost & Sr. VP for Academic Affairs

**Faculty Reappointment, Tenure and Promotion Policy**  
**School of Agricultural Sciences**  
**College of Science and Engineering Technology**

**STANDARDS OF PERFORMANCE FOR TENURE AND PROMOTION**

**Academic Policy Statements:** This department policy is subject to the guidelines, statements, and procedures outlined in the most current version of the Sam Houston State University Academic Policy Statements 900417 and 820317.

**Award of Tenure and Promotion to Associate Professor**

Candidates must possess the terminal degree appropriate to the discipline and under usual circumstances, must have served five and one-half years (up to three years of prior service credit in a tenure-track position from an accredited institution may be applied) as an Assistant Professor in a tenure-track position. Candidates must demonstrate consistently high quality in their teaching and scholarly and creative activities, clear and convincing evidence of emerging stature as regional or national authorities, professionalism within their academic department, and a likelihood of continuing excellence.

For consideration, a candidate shall show evidence of success in teaching, scholarly and creative activities, and service as outlined in Academic Policy Statement 900417, Section 5.01. Professionalism of the candidate is evaluated within each of the reviewed performance categories. The guidelines for each category of performance listed below are *minimum criteria* for consideration for promotion and tenure. Meeting these criteria does not guarantee or confer an entitlement to tenure and/or promotion.

***Teaching:***

- Effective teaching performance as determined by the department chair, the department's tenured faculty through peer review, and the university student evaluation instrument, including the supporting documentation for that instrument (*an essential criterion*)
- Evidence of teaching development and incorporation of new information, course materials and consideration of instructional technology
- Evidence of increasing involvement with students (e.g., mentorship, supervising internships, and directed studies)
- Participation as an attendee or presenter at conferences, short courses, colloquia, or workshops designed to improve the quality of teaching or instructional materials and methods
- Increasing participation in curriculum planning and development

***Scholarly and Creative Activity:***

- Publication/acceptance of peer-reviewed articles in refereed journals/periodicals; publication of a chapter or book and/or instructional materials by a recognized academic press; editorships; or other such externally evaluated scholarly activity
- Pursuit of external and internal grants
- Presentations of scholarly papers or works at professional forums
- Evidence of research activities that contribute to product development or the discipline's

body of knowledge

- Pursuit of monetary and/or in-kind support for research activities
- Thesis/dissertation research and publication
- Demonstration of creative activities and accomplishments, if applicable

***Service:***

- Attendance at professional conferences, colloquia, seminars, workshops, exhibitions, or short courses
- Demonstrates leadership in the university, profession or community
- Increasing record of service to the university, profession, discipline, community, academic advising, student clubs, and student activities
- Participation as an invited lecturer or author, evaluator, judge, collaborator, consultant, or other such activity at regional or national professional functions or venues
- Memberships in appropriate regional and national professional societies
- Pursuit of monetary and/or in-kind support for program development

***Professionalism (evaluated within each of the evaluated categories):***

- Supports collaborative decisions of the department, college and university
- Abides by departmental, college, and university rules and regulations
- Effectively interacts with other departmental faculty and staff
- Promotes the welfare of the program
- Demonstrates the highest ethical and professional standards
- Consistently operates within the established chain of authority
- 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
- Record of professionalism in the department, college, and university

***Workload Considerations:*** Application of these review criteria will be adjusted by the DPTAC according to the faculty member's workload (e.g. 2-2, 3-3, 4-4).

## **Promotion to Professor**

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, including the year when promotion is considered (up to three years of prior service credit in an Associate, tenured position from an accredited institution may be applied). A candidate must demonstrate the highest levels of attainment in the criteria appropriate to their work assignments including a history of leadership and professionalism at all university levels, and a likelihood of continuing excellence and achievement in their discipline or appointed position.

For consideration, a candidate shall show evidence of success in teaching, scholarly and creative activities, and service as outlined in Academic Policy Statement 900417, Section 5.01. Professionalism of the candidate is evaluated within each of the reviewed performance categories. The guidelines for

each category of performance listed below are *minimum criteria* for consideration for promotion. Meeting these criteria does not guarantee or confer an entitlement of promotion.

***Teaching:***

- Models exemplary teaching performance as determined by the department chair, the department's tenured faculty through peer review, and the university student evaluation instrument, including the supporting documentation for that instrument (*an essential criterion*)
- Sustained record of teaching development and a record of leadership in the incorporation of new materials and consideration of instructional technology
- Sustained evidence of involvement with students (e.g. mentorship, supervising internships, and directed studies)
- Participation as an attendee or presenter at short courses, colloquia, or workshops designed to improve the quality of teaching or instructional materials and methods
- A history of leadership in curriculum planning and development

***Scholarly and Creative Activity:***

- Record of sustained scholarly activity as evidenced by publication of peer-reviewed articles in refereed journals, publication of a chapter or book and/or instructional materials by a recognized academic press, editorships, or other such externally evaluated scholarly activity
- Sustained record of pursuit of external and internal grants
- Presentations of scholarly papers or works at professional forums
- Active, sustained participation in the graduate program (as appropriate) as a thesis director or graduate committee member
- Evidence of research activities that contribute to product development or the discipline's body of knowledge
- Sustained record of pursuit of monetary and in-kind support for research activities
- Thesis/dissertation research and publication
- Demonstration of creative activities and accomplishments, if applicable

***Service:***

- A sustained record of active service to, and leadership within, the department, college, university, profession, discipline community, academic advising, student organizations, and student activities
- Memberships in appropriate, discipline-related regional and national professional organizations
- Participation in elected or appointed positions in professional societies
- Sustained record of attendance and participation in professional conferences
- Leadership roles in promoting teaching effectiveness, incorporation of appropriate technology, and curriculum improvement
- Contributions to the department and the profession by mentoring junior faculty in teaching effectiveness, scholarly endeavors and best practice
- Sustained record of pursuit of monetary and/or in-kind support for program development

***Professionalism (evaluated within each of the evaluated categories):***

- Sustained leadership role in promoting harmony in the department and the welfare of the program
- Supports collaborative decisions of the department, college and university
- Demonstrates the highest ethical and professional standards
- Abides by departmental, college, and university policies, rules and regulations
- Works positively and collaboratively at all university levels
- Sustained record of effectively mentoring junior faculty
- Sustained record of effective and responsible service on committees
- Consistently operates within the established chain of authority
- Sustained record of completing committee responsibilities and other assignments and reports in a timely manner
- Sustained record of professionalism in the department, college, and university

***Workload Considerations:*** Application of these review criteria will be adjusted by the DPTAC according to the faculty member's workload (e.g. 2-2, 3-3, 4-4).

## Faculty Review Portfolio Content and Guidelines

In accordance with Academic Policy Statement 900417 (Faculty Reappointment, Tenure, and Promotion), for a faculty member to be considered for promotion and/or tenure, the faculty member must prepare a Faculty Review Portfolio. The portfolio may contain any information or materials that the individual deems pertinent for consideration. The department chair and college dean may, on behalf of the University, place in the portfolio file any additional information that may be pertinent to the faculty member's status. The portfolio must contain a complete, accurate and truthful record of accomplishments that is organized under the headings listed below.

### Faculty Review Portfolio

#### The portfolio must..

- include the materials listed below
  - be organized in the order listed
  - have all materials consolidated into one electronic file
  - be uploaded into the University designated reporting portal within the designated time period
- A. Cover Letter, summarize achievements in teaching, scholarly and creative activities, and service with a self-reflection for each category
- B. Curriculum Vita, including at least:
- Academic training
  - Summary of work experience
  - Scholarly and creative contributions (juried contributions must be listed separately)
  - Funded grant (external and institutional grants must be listed separately)
  - Honors, awards, and other special recognitions
- C. Teaching, summarize teaching scores obtained from the university student evaluation instrument for Excellent Teacher or equivalent score reported under the current teaching evaluation system. Scores will be reported by semester and courses taught. Copies of all summary reports (including student comments) for each course will be included in Section F.
- D. Scholarly and Creative Activity
- Must include a reprint, showing name of publication and date, of all peer-reviewed items, including, but not limited to, full articles, abstracts, professional standards, etc.
- E. Service
- F. Documentation of Teaching Performance Utilizing Summaries of Student Evaluations, copies of the student teaching evaluation system implemented by the University, etc.
- These items (for each semester taught during the review period) will be printed from the SHSU website;
    - i. Cover page for each semester identifying each course evaluated
    - ii. Summative sheet for each course
    - iii. Summary results for each course, including student comments
  - Sections C, D, E, and F pertain to the current review period, only

**NOTE: The faculty member under review should be available for a personal appearance during the DPTAC review session in the event that any clarification is required.**