



## 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:** Biological 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)

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**Approved By:**

  
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 Department Chair

  
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 College Dean

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 Provost & Sr. VP for Academic Affairs

### **Faculty Mission:**

The Department of Biological Sciences is dedicated to ensuring that its members are among the most effective teachers and scholarly researchers of the Sam Houston State University faculty. Our *Specific Standards of Performance for Tenure and Promotion Policy* (outlined below) will ensure excellent teaching and highly-visible and sustained scholarly activity by its successful faculty throughout their professional academic careers at Sam Houston State University. These performance standards will be met by all faculty to ensure that the Department of Biological Sciences is one of the highest quality departments at Sam Houston State University.

### **General Provisions**

Candidates must possess a Ph.D. in the biological sciences, or a related field, and must have served at least five years as an Assistant Professor. Candidates for tenure are normally reviewed during the sixth year in a tenure-track position, however, the length of the probationary period may be modified in accordance with section 4.05 of Academic Policy 900417. 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 authorities, a spirit of collegiality and cooperation within the department, and must provide evidence that they have developed a research program that is sustainable for the next 15-20 years.

The Department Promotion and Tenure Advisory Committee (DPTAC), an advisory body composed of all tenured faculty members in the Department of Biological Sciences, is charged with conducting annual reviews of probationary faculty and providing written feedback to the department chair. The chair then meets with probationary faculty for discussions regarding progress toward tenure. In addition to the annual reviews, the DPTAC conducts an extensive review during the spring semester of the probationary faculty member's third academic year. This review includes a preview vote regarding the probationer's progress toward tenure.

In concordance with university policy, faculty applicants for tenure and promotion are evaluated based on accomplishments in each of the three categories of performance, however, greater weight shall be given to teaching and scholarly activities than to service. Successful performance in any or all of such categories does not guarantee or entitle the applicant to tenure and/or promotion (Academic Policy Statement 900417).

### **Minimal Requirements to be met for Consideration of the Award of Tenure**

#### **1. Teaching**

- Semester average of IDEA scores (summary scores) cannot be below 2.5 for three consecutive semesters.
  - Probationary faculty whose semester average IDEA scores are below 2.5, or who otherwise demonstrate ineffective teaching over three consecutive semesters are encouraged to request departmental evaluation of their teaching.
  - Ineffective teaching, especially in cases where no effort at improvement is evident, is sufficient grounds for a motion of non-reappointment during the department's yearly evaluation of probationary faculty.
- Development and incorporation of new materials and technology where appropriate.
- Evidence of teaching improvement and professional development (including but not limited to attendance at teaching conferences and/or workshops, ACUE certification).

- Evidence of student involvement (including but not limited to advising, mentorship, student organizations, Academic Community Engagement (ACE), honors contracts or other student activities).
- Promote the welfare of the degree programs in the Department of Biological Sciences through active participation in curriculum planning and development.
- Support collaborative decisions of the department, college, and university regarding teaching and curriculum development.

## **2. Research and Scholarly Activity**

- During the probationary period, must have at least four scholarly articles accepted for publication in externally refereed journals; book chapters in edited volumes are also appropriate. At least two of these scholarly articles must have SHSU as the institutional byline.
- Must actively seek external funding for their research program and are required to secure at least one source of funding other than departmental support.
- Must be on the author line on an average of one oral or poster presentation per year at a regional or national conference.
- Memberships in appropriate regional and national professional societies are required.
- Must participate in the departmental graduate program (serving as a major advisor, serving on thesis committees, and/or teaching graduate level courses).
- Abide by departmental, college, and university rules and regulations regarding research (e.g., IACUC, IRB and/or IBC, and hazardous material and lab safety policies as set forth by the Division of Environmental Health and Safety).

## **3. Professional Development and Professional Service**

- Attendance at or participation in professional conferences, colloquia, seminars, workshops, exhibitions, or short courses is expected.
- Professional service is encouraged—this could take many forms such as elected/appointed positions in professional societies, serving as a reviewer for journals and/or granting agencies.
- Demonstrate a willingness to serve on departmental, college, or university committees when asked, and effectively and responsibly represent the Department of Biological Sciences as need and opportunity arise.
- An increasing record of (uncompensated) service to the university, profession, or community is expected.
- Consistently operate within the established chain of authority.
- Work positively and collaboratively within the department, college, and university.

### **Minimal Requirements for Promotion to Full Professor**

The rank of Professor is the most prestigious academic rank at Sam Houston State University. For promotion to the rank of Full Professor in the Department of Biological Sciences, a candidate must demonstrate the highest level of achievement in the department and sustained scholarly activity within either the research or teaching track, a history of leadership and cooperation at all university levels, and a likelihood of continuing excellence.

In concordance with university policy, faculty applicants for promotion to full professor are evaluated based on accomplishments in each of the three categories of teaching, research and scholarly activity, and service. Successful performance in any or all of such categories does not guarantee or entitle the applicant to tenure and/or promotion (Academic Policy Statement 900417).

### **Minimum Standards for Promotion to Full Professor in the Teaching-Intensive Track**

#### ***Teaching:***

- Semester average of IDEA scores (using the summary score) cannot be below 3.0 for three consecutive semesters
- Sustained record of teaching development and incorporation of new materials and technology where appropriate.
- Sustained evidence of involvement with students (including, but not limited to, academic and career advising, mentorship, sponsorship and directorship of student organizations and student programs, Academic Community Engagement (ACE), honors contracts, or support of other student activities)
- Participation as an attendee or presenter at short courses, colloquia, or educational workshops designed to improve the quality of teaching or instructional materials and methods.
- A history of leadership in curriculum planning and development.
- Promote the welfare of the degree programs in the Department of Biological Sciences through active participation in curriculum planning and development.
- Support collaborative decisions of the department, college, and university regarding teaching and curriculum development.

#### ***Research and Scholarly Activity:***

- Record of sustained scholarly activity as evidenced by an average of 0.5 scholarly products per year. Scholarly products include, but are not limited to, peer-reviewed journal articles, external grant proposals, books, or book chapters.
- Sustained record of attendance and participation in professional conferences. Oral or poster presentations of scholarly work at regional or national meetings is expected. An average of 0.5 presentations per year is required to demonstrate sustained scholarly activity and to insure effective dissemination of current and new knowledge in teaching.

- Memberships in regional and national professional societies are required to insure effective dissemination of current and new knowledge in teaching.
- Sustained participation in the graduate program, optimally as a graduate committee member.
- Sustained participation in the undergraduate research program as a research advisor.
- Abide by departmental, college, and university rules and regulations regarding research (e.g., IACUC, IRB and/or IBC, and hazardous material and lab safety policies as set forth by the Division of Environmental Health and Safety).

***Professional Development and Professional Service:***

- A sustained record of active and uncompensated service and leadership within the department, college, university, profession, and community
- Sustained record of attendance and participation in professional conferences
- Exemplary record of service to the department, college, and university
- Leadership in promoting teaching effectiveness, incorporation of appropriate technology, and curriculum improvement
- Sustained record of effective and responsible service on committees
- Consistently operates within the established chain of authority
- Works positively and collaboratively at all university levels
- Mentorship of junior faculty in teaching effectiveness.

## **Minimum Standards for Promotion to Full Professor in the Research-Intensive Track**

### ***Teaching:***

- Semester average of IDEA scores (using the summary score) cannot be below 3.0 for three consecutive semesters
- Evidence that teaching innovations and updated materials are incorporated regularly into the classroom and laboratory.
- Sustained record of student mentorship and professional involvement with students.
- History of support in curriculum development.

### ***Research and Scholarly Activity:***

- Record of sustained scholarly activity as evidenced by an average of 2 scholarly products per year. Scholarly products include, but are not limited to, peer-reviewed journal articles, external grant proposals, books, or book chapters.
- Sustained record of attendance and participation in professional conferences and presenting scholarly work at regional or national meeting is required. An average of 1 presentation per year is required to demonstrate sustained scholarly activity and visibility in your research field.
- Memberships in regional and national professional societies are required.
- Demonstrable commitment to sustained participation in scholarly or creative activity by actively participating in the graduate program as both a major advisor and graduate committee member.
- Abide by departmental, college, and university rules and regulations regarding research (e.g., IACUC, IRB and/or IBC, and hazardous material and lab safety policies as set forth by the Division of Environmental Health and Safety).
- Evidence of regional or national reputation for professional excellence in their research field.

### ***Professional Development and Professional Service***

- Record of sustained participation at professional conferences
- History of regular participation in professional colloquia, seminars, workshops, exhibitions, or short courses
- Sustained record of (unpaid) service to the profession, university, and community
- Supports collaborative decisions of the department, college, and university
- Promotes the welfare of the program
- Consistently operates within the established chain of authority
- Effectively and responsibly represents the faculty on committees
- Effectively mentors junior faculty members
- History of leadership roles in scientific and university community.