



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 Computer Science

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:

Name (first & last): Bing Zhou

SHSU Email: bxz003@shsu.edu

Phone: 936-294-1590

Approved By:



 Department Chair



 College Dean

 Provost & Sr. VP for Academic Affairs

Policy on Performance Evaluation of Faculty

Department of Computer Science
Sam Houston State University

December 14, 2022

Introduction

This policy addresses the specific needs and requirements within the Department of Computer Science with respect to the evaluation of faculty member performance for the purpose of supporting promotion and tenure recommendations. The policy falls within the broad guidelines of the university's Academic Policy statement 900417 "Faculty Tenure and Tenure Elections" and provides specific procedures and anticipated performance levels in order to clarify expectations for faculty members and for the departmental promotion and tenure advisory committee (DPTAC).

Performance Evaluation Criteria

The Department of Computer Science, in accordance with university policy, considers three broad areas of effort as critical to a comprehensive review of faculty performance: evidence of teaching effectiveness; evidence of the capacity for research and other creative activity; and evidence of the capacity and willingness to be of service to the department, the university and the larger community.

The department is committed to broad definitions of each of those areas of effort and to the collection of both quantitative and qualitative data in pursuit of a comprehensive and equitable evaluation process.

The Departmental Promotion and Tenure Advisory Committee (DPTAC)

- The DPTAC is comprised of all faculty members within the Department of Computer Science, who have been awarded tenure and who are at the Associate Professor level or above.
- The DPTAC shall elect a chair in collaboration with and subject to the approval of the department chair and college dean.
- The DPTAC shall consist of at least four members. If there are fewer than four departmental faculty members of the appropriate rank it shall be the responsibility of the DPTAC chair to recruit additional members of the DPTAC drawn either from other Science departments or from Computer Science faculty members recruited from peer institutions.
- The DPTAC shall meet during the spring semester each year to assess the performance of each faculty member with regard to his or her teaching performance, scholarly activity, and service.
- The DPTAC will make recommendations to the Department Chair for the purposes of promotion, tenure, and merit increases.

- The DPTAC will adhere to the timelines set out in Academic Policy Statements 900417 “Faculty Tenure and Tenure Elections” and 800722 “Merit Advances in Salary”.

Faculty Member Responsibilities

Each faculty member within the department is responsible for ensuring that all documentation concerning teaching performance, scholarly activity, and service is lodged with the departmental office at the appropriate time and is available for DPTAC review.

Each faculty member is responsible for ensuring that all evaluation processes are conducted according to policy.

Performance Evaluation Instruments

Faculty members within the Department of Computer Science will be evaluated on the quality of the teaching, research, and service components of their professional duties.

Teaching is a complex and multi-faceted task that requires multiple instruments in order to capture a realistic and accurate picture of both the faculty member’s current and potential performance. The department evaluates teaching performance using the following instruments:

- *Student Evaluation of Teaching Performance (IDEA)*. This instrument is administered for all computing science, digital forensics and computing technology courses with the exception of Independent Studies and Internship courses.
- *Chair Evaluation of Teaching Performance*. This instrument is administered during one classroom observation session for each faculty member each semester. The fall observation report is used for formative evaluation and the spring observation report provides documented evidence of teaching performance as part of each faculty member’s personnel file.
- *Faculty Evaluation of Professional Development*. Each faculty member is required to identify strengths and weaknesses in their teaching performance, documenting performance objectives for the following academic year, actions taken to improve teaching effectiveness, and their effect on the Student Evaluation of Teaching Performance and the Chair Evaluation of Teaching Performance.
- *Faculty Evaluation of Support to Improve Departmental Performance*. Each faculty member will document their activities with regard to the development of new courses, the updating and improvement of existing courses, and the development of new and innovative resources to support and enhance the students’ learning experience. In addition, faculty members should document efforts to support individual students through independent study, thesis and project work, and the inclusion of both undergraduate and graduate students in scholarly activities.

Faculty members within the Department of Computer Science are expected to pursue ongoing scholarly activity within their specific areas of interest and specialty. Scholarly activity is documented through:

- *Curriculum Vitae*. Each faculty member is required to lodge a curriculum vita with the departmental office on an annual basis.
- *Scholarly Activity Report*. Each faculty member is required to document their areas of scholarly interest, goals and objectives for the current academic year and goals and objectives attained during the previous academic year.
- *Publications*. Each faculty member is required to lodge copies of all articles, conference publications, and other published materials with the departmental office.
- *Grant Activities*. Each faculty member is required to lodge copies of all submitted grants and other external and internal funding requests with the departmental office.
- *Other Materials*. At their discretion, faculty members may provide the departmental office with any other materials that they consider relevant to the evaluation of scholarly performance.

Faculty members with the Department of Computer Science are expected to contribute to the department, the university, and the wider community. The level of service contribution is dependent on the seniority of the individual faculty member and may include:

- *Departmental, College, and University Committee work*.
- *Service to Professional Bodies*, including paper and publication reviewing, and conference organization.

Faculty members should document their service work through both their curriculum vita and the relevant FES documentation.

Performance Evaluation Criteria

The general approach to determining the quality of faculty performance reflects the complexity and multidimensional nature of a faculty member's professional obligation. In each of the three primary areas of activity, teaching, scholarly activity, the Department of Computer Science deems it inappropriate to use a single measure, or a single activity to determine whether or not a faculty member is meeting his or her professional obligations at a level that meets the department's and the university's expectations.

Teaching

The evaluation of performance in teaching is based on four metrics: Student evaluation of Teaching Performance (IDEA), Chair Evaluation of Teaching Performance, Faculty Evaluation of Professional Development, and Faculty Evaluation of Support to Improve Departmental Performance. The metrics are collected either each semester or annually. During the annual FES process, each metric is evaluated.

- The DPTAC identifies the quality of each faculty member's performance on each metric as exceeding, meeting, or failing to meet departmental standards.
 - Meeting or exceeding departmental standards on all metrics results in a 'Superior' rating.
 - Meeting or exceeding departmental standards on three of the four metrics results in an 'Acceptable' rating.
 - Meeting or exceeding departmental standards on fewer than three of the metrics results in an 'Unacceptable' rating.

Scholarly Activity

The evaluation of scholarly activity is based on four metrics: Scholarly Activity Report (identifying areas of research interest, progress towards annual objectives and identification of future objectives), Publications, Grant Activities, and Other Materials. The Other Materials category includes items such as patents, non-publishable artifacts including software/utilities and innovative algorithms provided to graduate students in support of their research projects. The Other Materials category is not a mandated part of the FES documentation but can be used by faculty members to demonstrate additional activity. During the annual FES process each metric is evaluated.

- The DPTAC evaluates the quality of performance on the first three metrics and may allow performance on the last metric to offset a lower level of effort in one of the mandated metrics.
 - Meeting or exceeding departmental standards on all three mandated metrics results in a 'Superior' rating.
 - Meeting or exceeding departmental standards on two of the three mandated metrics results in an 'Acceptable' rating.
 - Meeting or exceeding departmental standards on fewer than two of the mandated metrics results in an 'Unacceptable' rating.

Service

The evaluation of performance in service is based on summary information provided in the faculty member's annual Curriculum Vita document. During the FES process the DPTAC evaluates the service contribution of each faculty member, taking into consideration their seniority, as exceeding, meeting, or failing to meet departmental standards.

- Exceeding departmental standards result in a 'Superior' rating.
- Meeting departmental standards results in an 'Acceptable' rating.
- Failing to meet departmental standards results in an 'Unacceptable' rating.

Promotion and Tenure

Evaluation of performance by the DPTAC is conducted in the spring semester each year. In accordance with university policy, the evaluation is conducted based on performance for the prior calendar year (Jan 1 through Dec 31).

Tenure and Promotion to Associate Professor

Probationary faculty members appointed and starting in the fall semester will not be evaluated for promotion and tenure after their first semester.

At the end of the first year of service, a probationary faculty member considered to be seriously underperforming as evaluated by the DPTAC and the department chair may be subject to dismissal.

At the end of the third full year of evaluation, a probationary faculty member is subject to a review of all evaluation documentation to determine whether the faculty member is on course to a successful tenure and promotion bid.

At the end of the sixth year of service a probationary faculty member is subject to a review of all evaluation documentation by the DPTAC. The DPTAC chair will produce a written recommendation for or against the granting of tenure to the department chair.

In order for a probationary faculty member to receive a positive evaluation in the annual, third year, and sixth year evaluations he or she must receive an 'Acceptable' or 'Superior' rating in each of the three evaluated categories.

If the evaluation of one of the categories results in an 'Unacceptable' rating a probationary faculty member may still be considered for a positive tenure and promotion bid if they can demonstrate that he or she has made consistent, proactive, and successful efforts to improve performance.

The department chair will review the recommendations of the DPTAC and forward those recommendations together with a summary rationale to the Dean of the College of Science and Engineering Technology.

Promotion to Full Professor

Tenured faculty members are subject to a five-year post tenure review process in accordance with Academic Policy Statement 980204 "Performance Evaluation of Tenured Faculty".

Faculty applicant for promotion is subject to a review of all evaluation documentation by the DPTAC. A successful promotion bid will be based on receiving at least two 'Superior' ratings and one 'Acceptable' rating of the three evaluated categories. The DPTAC chair will produce a written recommendation to the department chair for or against the granting of promotion of a tenured faculty member to Full Professor.

The department chair will review the recommendations of the DPTAC and forward the recommendations together with summary rationales to the Dean of the College of Science and Engineering Technology.

Merit Advances in Salary

The DPTAC, in accordance with Academic Policy Statement 800722 “Merit Advances in Salary”, will provide on an annual basis to the department chair, a list of all faculty members in the department, ranked according to performance.

- Faculty members in their first year of service will not be considered for merit advances in pay as a result of their first semester of service not being subject to performance review.
- Merit advances in pay are subject to funds availability.

The department chair will forward the list of faculty members, ranked in order of performance to the Dean of the College of Science and Engineering Technology, together with recommendations for salary increases.