



## 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:** History

**College/Unit:**

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


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**Approved By:**

  
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 Department Chair

  
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 College Dean

Provost & Sr. VP for Academic Affairs

**Statement on The Faculty Evaluation System of Tenured and Tenure-Track Faculty**  
Department of History, Sam Houston State University  
November 23, 2022

The Faculty Evaluation System (FES) provides an equitable, orderly, and comprehensive evaluation of faculty performance at Sam Houston State University. As required under current CHSS policy, the Department of History maintains a set of instruments (attached to this statement as Appendices 1-3) designed to holistically evaluate the annual performance of faculty in the areas of (1) scholarly and/or creative accomplishments; (2) teaching; and (3) service. These instruments are congruent with the measures of performance established and adopted by the Department of History in its “Guidelines on Tenure, Promotion, and Post-Tenure Review” (adopted November 1, 2022).

Departmental faculty are required to use the most recent, fillable/electronic version of the CHSS Faculty Annual Review Information form, which is hosted on the departmental T: Drive in the “FES” folder. To ensure that faculty are using the most recently updated version, the departmental chair shall likewise distribute the appropriate document to the departmental faculty via e-mail no later than December 15. Each faculty member shall complete the FES form and supply necessary documentation of their endeavors where appropriate.

The departmental chair shall appoint annually an FES Committee with representation from all faculty ranks within the department to assist the chair in the evaluation of the FES reports. The chair shall serve as an *ex officio* member of the FES Committee. The committee will evaluate the FES reports using the approved departmental instruments for all categories of performance. To protect the integrity of the process and to ensure a fair and equitable review, the members of the committee (including the departmental chair) shall not participate in the evaluations/scoring of their own files. The committee will generate a numerical score for each FES rating. It shall be the departmental chair’s responsibility to ensure the integrity of the process and to accurately report the committee’s evaluation to the CHSS Dean’s Office.

APS 900417 requires that the Chair’s Evaluation of Teaching must minimally include periodic peer evaluation of teaching. For tenure-track faculty, the chair conducts a classroom observation in the first year (ideally in the fall semester, but no later than February 1). The results of this report must be included in the first FES report (as well as the first dossier submitted to DPTAC). Subsequent peer observations of teaching are required for tenure-track faculty in the fall of the second year, and again in either year four or five. These shall take the form of classroom observations that are documented in a letter addressed to the chair and candidate (a copy of which shall be kept in the candidate’s personnel file in the department). A copy of the letter shall be included in the next FES report following the peer-observation. Additional peer observation of teaching is voluntary. All peer observations of tenure-track faculty conducted beyond the first year are arranged by the departmental chair. Prior to the observation, candidates must submit a list of two potential reviewers, who must be tenured members of the department. From that list, the chair selects one to conduct the observation.

For tenured faculty, the “periodic peer evaluation of teaching” entails a holistic review of accomplishments in pedagogy. The committee shall assess the faculty member’s effectiveness in teaching by reviewing teaching artifacts, syllabi, classroom deliverables, and student outcomes as documented in the FES report. To that end, the department strongly recommends the inclusion of pedagogical artifacts in the FES documentation. Classroom observation of teaching is required if an FES “Chair’s Evaluation of Teaching” falls below a 3.0 on a 5.0 scale. Additional observation is voluntary. When peer observation is required, candidates submit a list of two potential

reviewers, who must be tenured members of the department, to the departmental chair. The chair selects one member from that list to conduct the observation.

## Appendix 1

### SCHOLARLY AND CREATIVE ACCOMPLISHMENTS Annual FES Evaluation Instrument Department of History Sam Houston State University

**Faculty Member:**

**Evaluation Year:**

*Exceeds Expectations (5):* Supplies evidence of a sustained scholarly agenda by doing at least one of the following: publishing a single-authored, peer-reviewed scholarly monograph during the calendar year; publishing a scholarly anthology (as solo editor); winning the SHSU Excellence in Research and Scholarly/Creative Accomplishments Award; winning a national or international research award, or the book prize of a major professional organization/scholarly guild; winning a competitive, semester- or year-long research fellowship.

*Above Expectations (4):* Supplies evidence of a sustained scholarly agenda by doing at least one of the following, in addition to satisfying the requirements for a “3”: publishing a single-authored, peer-reviewed article in a scholarly journal or edited collection; publishing a scholarly anthology (as co-editor); winning a competitive, short-term external grant or fellowship (less than a semester in length); delivering a named or endowed lecture at another college, university, museum, or cultural institution; securing a book contract with an established university or trade press.

*Meets Expectations (3):* Supplies evidence of a sustained scholarly agenda by engaging in at least three of the following activities across the calendar year (*each* paper presented, lecture delivered, or article submitted may count as “one” activity): presenting a paper at a regional, state, national or international scholarly symposium; conducting archival research and presenting the findings of that work to a departmental or college audience; delivering an invited lecture at another college, university, museum, cultural institution, or public venue; publishing a book review in a scholarly journal; publishing an encyclopedia entry; submitting an application for a competitive, short-term external grant or fellowship; submitting an application for a competitive, semester- or year-long research fellowship; submitting an article for publication in a scholarly journal; submitting an essay for publication in an edited collection.

*Below Expectations (2):* Supplies some evidence of a sustained scholarly agenda, but engages in no more than two of the activities described above in the “Meets Expectations” category.

*Developing (1):* Supplies little evidence of a sustained scholarly agenda by engaging in only one of the activities described above in the “Meets Expectations” category.

*Unsatisfactory (0):* Does not submit an FES form, or supplies no evidence of a sustained scholarly agenda.

*The committee may upwardly revise scores if the density of the accomplishments exceeds the established benchmarks. For instance, if a faculty member satisfies requirements for a “4” but publishes multiple articles in a single year, the committee may reward the candidate with an appropriate score between 4.0 and 5.0.*

**Score:**

## Appendix 2

**TEACHING**  
**Annual FES Evaluation Instrument**  
**Department of History**  
**Sam Houston State University**

**Faculty Member:**

**Evaluation Year:**

*Exceeds Expectations (5):* Supplies evidence of excellent teaching by doing at least one of the following: winning the SHSU Excellence in Teaching Award or the SHSU Inclusive Excellence Award; winning a state, national, or international teaching award (e.g. the Piper Professorship, a Regents Professorship, or Carnegie Teacher of the Year).

*Above Expectations (4):* Supplies evidence of excellent teaching by doing at least two of the following, in addition to satisfying the requirements for a “3”: chairing a successfully completed MA thesis; placing an undergraduate or graduate mentee in a Ph.D. program; serving on three MA portfolio and/or MA thesis committees during the calendar year; teaching an ACE course (or otherwise engaging in a high-impact practice); delivering a paper at a pedagogical conference; participating in a pedagogical workshop (internal or external); supervising at least two Honors contracts in the calendar year; teaching an independent study course or other uncompensated overload; publishing a pedagogical research article or pedagogical materials; overseeing a major curricular reform (with documented deliverables); spearheading the development of a new micro-credential, certificate, or degree program; securing a competitively awarded grant related to classroom teaching or pedagogy; successfully adding a new course to the departmental curriculum; publishing a peer-reviewed article in a professional journal with an undergraduate or graduate student as co-author; supervising a paper published by an undergraduate or graduate student in *The Measure*.

*Meets Expectations (3):* Supplies evidence of excellent teaching by doing the following: offers rigorous, pedagogically sound courses informed by best practices and current scholarship; meets classes as scheduled and holds regular office hours; posts syllabi and makes textbook selections ahead of departmental deadlines; submits grades on time and supplies feedback on student work; complies with all “writing enhanced” standards and conforms to student learning objectives as established by the department.

*Below Expectations (2):* Fails to meet one of the standards set out in the “Meets Expectations” category.

*Developing (1):* Fails to meet two or more of the standards set out in the “Meets Expectations” category.

*Unsatisfactory (0):* Does not submit an FES form or supplies no evidence of meeting basic expectations.

*The committee may upwardly revise scores if the density of the accomplishments exceeds the established benchmarks. For instance, if a candidate satisfies the requirements for a “4” but has chaired multiple theses, the committee may reward the candidate with an appropriate score between 4.0 and 5.0.*

**Score:**

## Appendix 3

### SERVICE Annual FES Evaluation Instrument Department of History Sam Houston State University

**Faculty Member:**

**Evaluation Year:**

*Exceeds Expectations (5):* Supplies evidence of excellent service by doing at least one of the following; winning the SHSU Excellence in Service Award or the David Payne Academic Community Engagement Award; winning a state, national, or international award for professional service; serving as president of a regional, state, or national professional organization; editing a major academic journal.

*Above Expectations (4):* Supplies evidence of excellent service by doing at least one of the following, in addition to satisfying the requirements for a “3”: editing an academic book series; serving as book review editor or associate editor for a major journal or scholarly magazine; chairing a tenure-track search committee; serving on a college or university-level search committee; organizing a scholarly symposium or serving on the program committee for a major professional meeting; serving on the advisory board or executive committee of a major professional organization/scholarly guild; serving in an uncompensated administrative role (e.g., internship coordinator, Bearkat History Club/Phi Alpha Theta advisor, DPTAC chair) within the department or college; chairing a standing departmental committee; serving on the jury of a major book prize; coordinating the external review of a degree program; refereeing a book manuscript for a university or trade press; organizing the Joan Coffey Memorial Lecture or Constitution Day Lecture.

*Meets Expectations (3):* Supplies evidence of excellent service doing the following: serves on departmental, college, and university committees as assigned; punctually attends and actively participates in all departmental faculty meetings, committee meetings, and tenure-track search campus visits (or presents a valid excuse for an absence in advance to the departmental chair).

*Below Expectations (2):* Fails to meet one of the standards set out in the “Meets Expectations” category.

*Developing (1):* Fails to meet two or more of the standards set out in the “Meets Expectations” category.

*Unsatisfactory (0):* Does not submit an FES form or supplies no evidence of meeting basic expectations.

*The committee may upwardly revise scores if the density of the accomplishments exceeds the established benchmarks. For instance, if a candidate satisfies the requirements for a “4” but has referred multiple book manuscripts, the committee may reward the candidate with an appropriate score between 4.0 and 5.0.*

**Score:**