



## 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:** Kinesiology

**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 checked="" type="checkbox"/> COHS | <input type="checkbox"/> COSET |                              |

**Standard:**

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

**Contact:**

Name (first & last): Jennifer Didier  
 SHSU Email: jjj017@shsu.edu  
 Phone: 936.294.1169

**Approved By:**

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

  
 \_\_\_\_\_  
 Emily Roper (Dec 6, 2022 11:07 CST)

\_\_\_\_\_  
 College Dean

\_\_\_\_\_  
 Provost & Sr. VP for Academic Affairs

**Faculty Annual Review Information** (faculty approved 11.28.2022)

Department of Kinesiology | College of Health Sciences

Sam Houston State University

**Review Period: January 1, 2022 – December 31, 2022**

**FES SCORING – DEPARTMENT OF KINESIOLOGY**

**Instructions**

1. Provide a record of your annual activities by inserting your information into the Excel document in the format below.
2. Include a response to every query and highlight any cells you add information to. If you did not complete any activities in a given category, simply keep the default "None" for that item and proceed to the next entry.
3. Report your summary evaluation scores (higher of Raw or Adjusted) in the student IDEA evaluation column.
4. Upload your IDEA summary forms and all reprints/off prints for published works except books. For books, attach a copy of the title page and the table of contents.
5. Do not delete cells, but you can make the rows smaller if they are empty. You may add rows if you need additional rows for accomplishments in a given category.
6. Peer evaluations will be done every 3 years so scores may be used for up to 3 years until a new peer review is completed
7. Total and average cells will auto calculate. Please do not modify the formula or the cells shaded in peach color.

**CERTIFICATION STATEMENT**

This departmental criteria and standards for the annual evaluation of faculty has been approved by the reviewer(s) listed below and represents the criteria and standards from the date of this document until superseded.

Original Date: Fall 2022

Review Cycle: by Spring 2027

Reviewer(s): Full-time Faculty in the Dept of KINE  
Chair of the Department of Kinesiology

Voted and Approved by tenured faculty in the Dept of KINE: 28-Nov-22

Chair: Jennifer Didier

Date: 11.28.2022

Approved:   
Emily Roper (Dec 6, 2022 11:07 CST)

Date: \_\_\_\_\_

Emily A. Roper  
Dean of the College of Health Sciences

Table 1. 9 TT (3-3 load)

FES Category	Rating	x	Weight	=	Score
1. Chair's Rating of Teaching Effectiveness	#DIV/0!	x	0.2	=	#DIV/0!
2. Students' Rating of Teaching Effectiveness	#DIV/0!	x	0.2	=	#DIV/0!
3. Scholarly and/or Creative Accomplishments	0	x	0.4	=	0
4. Service	0	x	0.2	=	0
<b>Sum of Scores – FES</b>					#DIV/0!
<b>5</b>					

Table 2. 12 TT (4-4 load)

FES Category	Rating	x	Weight	=	Score
1. Chair's Rating of Teaching Effectiveness	#DIV/0!	x	0.25	=	#DIV/0!
2. Students' Rating of Teaching Effectiveness	#DIV/0!	x	0.25	=	#DIV/0!
3. Scholarly and/or Creative Accomplishments	0	x	0.25	=	0
4. Service	0	x	0.25	=	0
<b>Sum of Scores – FES</b>					#DIV/0!
<b>5</b>					

Table 3. 12 cr nonTT (4-4 load)

FES Category	Rating	x	Weight	=	Score
1. Chair's Rating of Teaching Effectiveness	#DIV/0!	x	0.3	=	#DIV/0!
2. Students' Rating of Teaching Effectiveness	#DIV/0!	x	0.3	=	#DIV/0!
3. Scholarly and/or Creative	0	x	0	=	0
4. Service	0	x	0.4	=	0
<b>Sum of Scores – FES</b>					#DIV/0!

5





Reviewer 3							
Average	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
EVALUATORS scores will be given to the faculty member to enter here	COMMENTS: Provide any responses to your peer evaluations here. This can include modifications you have made to your teaching based on the peer feedback.						AVG SCORE
							#DIV/0!

<b>TEACHING DEVELOPMENT</b>		15% of Chair's evaluation of teaching	
COMMENTS (syllabi, grades, attendance tracking, book orders, office hours, etc... are expected from all faculty and if completed on time = base 300 points, please list additional work related to teaching and teaching development you have done throughout the year = additional points.)		Faculty enters scores in this column	enter score corrections in this column
New Courses, Major Revisions (30) - List class and explain what was done			
Minor Course Revisions (10) - List class and explain what was done			
Academic Community Engagement (ACE) Courses (10) - List class and explain what the engagement activity or project was			
Graduate Student Achievements (5) - List name and title of achievement			
Undergraduate Student Achievements (5) - List name and title of achievement			

Uncompensated Overloads (30) - List course or work completed					
Teaching Awards (10-30) - List name and details of award					
Teaching Professional Development — (5-30) -list and explain what was done to justify points					
Teaching Conference presentations (10) - List citation of presentation					
Teaching Conference attendance (List by activity, title, inclusive dates, and purpose) (10/full day)					
<b>Total</b>				0	0
<b>Teaching dev score</b>				0	
<b>COMMENTS</b>					
<b>TEACHING OVERALL SCORING</b>					
<b>CRITERIA</b>					<b>SCORE</b>
Average Score of teaching evaluations	50%				#DIV/0!
Administrative expectations and teaching development (300 + score from above)	15%	0 *		0.15	0
Peer Evaluation	10%	#DIV/0!	*	0.1	#DIV/0!
Average score of response rates	25%	#DIV/0!	*	0.25	#DIV/0!
Chair evaluation score					#DIV/0!
<b>AVERAGE Score for Teaching</b>	<b>100%</b>				<b>#DIV/0!</b>
<b>II. RESEARCH AND SCHOLARLY ACTIVITY</b>					
<b>COMMENTS</b>				<b>Faculty enters scores in this</b>	Chair will enter score corrections
<b>CATEGORY</b>					



<b>PUBLICATIONS</b>	Peer-reviewed Accomplishments - (List the peer-reviewed publications, creative accomplishments, exhibits, etc. under the following categories. Be sure to list each accomplishment under the exact category in which it belongs and in only one category. For example, if an article was submitted, accepted, and published during 2013, list the article only under the PUBLISHED heading. Be sure to provide complete citations, including all authors in the exact order that they appear on the publication and your position in the authorship, dates, venue, title, page numbers, and publication information. Attach reprints/off prints of all published works except books.
<b>PUBLISHED (In Print)</b> If any publication resulted from prior presentations at professional meetings, list under the publication the conference event, paper title, and date of the presentation. (add 10 pts for UG students/ add 15 pts for Grad students)	
1 <sup>st</sup> or 2 <sup>nd</sup> author refereed journal (150)	
	1
	2
	3
	4
	5
3 <sup>rd</sup> or below author refereed journal (75)	
	1
	2
	3
	4
	5
Publication article/monograph in <u>non-refereed</u> journal or a book chapter (50)	
	1
	2
	3
Publication article/monograph in <u>refereed</u> journal or a book chapter (75)	
	1
	2
	3
Publication of speech given at professional meeting (keynote speaker) (50)	
	1
	2
	3
<b>BOOKS</b>	
Submission of completed peer reviewed manuscript that has contract with book publisher (100)	
	1
	2
Peer reviewed textbook (100)	
	1
	2
Receipt for contract for development of a scholarly book for publication (75)	
	1
	2
Non-peer reviewed textbook (50)	
	1
	2
Other type of book (50)	
	1
	2
Textbook revisions (25)	

1	
2	
Book review (15)	
1	
2	
<b>RESEARCH PRESENTATIONS (add 5 pts for UG students/ add 10 pts for Grad students)</b>	
1 <sup>st</sup> or 2 <sup>nd</sup> author national or international with a peer-reviewed published abstract (40)	
1	
2	
3	
4	
3 <sup>rd</sup> author or below on a single presentation at a national or international meeting with a peer-reviewed published abstract (20)	
1	
2	
3	
1 <sup>st</sup> or 2 <sup>nd</sup> author on a presentation at a national or international meeting (30)	
1	
2	
3	
3 <sup>rd</sup> author or below on a single presentation at a national or international conference (5)	
1	
2	
3	
1 <sup>st</sup> or 2 <sup>nd</sup> author – state, regional meeting (20)	
1	
2	
3	
3 <sup>rd</sup> or below – state, regional (5)	
1	
2	
3	
Presentation at the city, county, or university level of professional related material (5)	
1	
2	
3	
<b>GRANTS</b>	
PI or Co-PI administering externally funded substantial grant (NSF or NIH type) (300)	
1	
2	
PI or Co-PI recipient of substantial external grant (NIH or NSF) (300)	
1	
2	
Recipient of grant for over \$10,000 (100)	
1	
2	
3	
4	
Development and submission of research grant proposal for external funding as PI or Co-PI (NIH or NSF type) (100)	
1	
2	

Recipient of grant of less than 10,000 (50)		
1		
2		
Development and submission of research grant proposal for internal funding (25)		
1		
2		
<b>AWARDS</b>		
Research award (25)		
1		
2		
3		
<b>PROFESSIONAL DEVELOPMENT -RESEARCH</b>		
Completion of extended special training programs pertaining to research and scholarly productivity (e.g., grant writing workshop) (10)		
<b>CONFERENCE PRESENTATION</b>		
Participation at a roundtable discussion at a regional or national meeting (10)		
1		
2		
3		
Presented research (not counted as a peer reviewed abstract) (5)		
1		
2		
3		
<b>CONFERENCE ATTENDANCE</b>		
Attend one professional meeting related to research (5)		
1		
2		
3		
Thesis Completion (30) - List name and title of thesis		
Attend skills development workshops related to research (5)		
1		
2		
3		
4		
<b>OTHER</b>	Include ongoing works in progress here. You should see these items move into the above categories in the following year(s). This is a nice way to track progress.	
Submission of a peer-reviewed article (10) [ <i>on first submission only</i> ]		
1		
2		
3		
4		
Publication of pamphlet, short workbook, by a recognized press (10)		
1		

2		
Completion of minor revision of previously published scholarly book or monograph (10)		
1		
2		
Invited lecturer at another university (10)		
1		
2		
3		
Invited and/or extensive and/or peer-reviewed book review in national periodical (10)		
1		
2		
Completion of a revise and resubmit for an article at a peer-reviewed journal (0)		
1		
2		
3		
4		
IRB submissions (0)		
1		
2		
3		
4		
IRB Approvals (0)		
1		
2		
3		
OTHER:		
1		
2		
3		
<b>TOTAL</b>		0 0
<b>S&amp;CA Score</b>		0
<b>COMMENTS:</b>		
<b>III. SERVICE</b>	(Be sure to indicate if you are the chair of a committee.) <b>Indicate if the committee is College, University or Community level.</b> Departmental service is included in your 'base 300 points' unless you are a chair of the committee.	<b>Faculty enters scores in this column</b>
<b>SERVICE</b>	<b>COMMENTS</b>	
Chair committee at SHSU (+10)		
High load committee (+25)		
Medium load committee (+15)		

Chair will enter score corrections in this column



Work SHSU related social event (+5 - cap 25)		
Professional organization activities: Officer/board member (+15) Professional (List in detail elected or appointed offices in professional organizations, committees, special assignments, etc.)		
Professional organization activities: Committee member (+7) Professional (List in detail elected or appointed offices in professional organizations, committees, special assignments, etc.)		
Professional organization activities: Other activities (+5) Professional (List in detail elected or appointed offices in professional organizations, committees, special assignments, etc.)		
Peer review related activities: Editor (+25) Editorships (List in detail any positions as editor or associate editor that you held during the calendar year.)		
Peer review related activities: Associate/assistant editor (+10) List the names of the journals and number of review you did this year.		
Peer review related activities: Peer reviewer (+5 - cap 25) Other SHSU, Community, or Professional service not presented above - (List in detail the service activity, e.g. ad hoc reviewer for Journal of Arcane Trivia (3 manuscripts).)		

Peer review related activities: Editor of professional related newsletter (+10) Editorships (List in detail any positions as editor or associate editor that you held during the calendar year.)		
Service Award (university or other) (+10-25) Awards (List awards or honors received for service.)		
OTHER		
Total		0 0
Service Score		0
<b>COMMENTS:</b>		

<b>IV. ANNUAL INDIVIDUAL PROFESSIONAL EVALUATION</b>	According to University Policy, as part of the annual FES process, a faculty member shall prepare and submit to the department chair/coordinator a written individual professional evaluation. This self-evaluation may contain statements identifying an individual's strengths and weaknesses, plans for the upcoming academic year. These statements shall be retained in the faculty member's file and become part of the information base for the periodic review. You may include your narrative below, after your goals, or on a separate document which will be attached in your file.	
	<b>Goals set in 2020, for 2021:</b>	<b>Goal Status during 2021</b>
1		
2		
3		
4		
5		
6		
7		
8		

<b>A few highlights for 2021:</b>
1
2
3
4
5
6
7
8
9
10
11

<b>Goals set in 2021, for 2022:</b>
1
2
3

4  
5  
6  
7


Provide your narrative here or on a separate document to be attached in your file.
