



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

 Department Chair

[Signature]

 College Dean

 Provost & Sr. VP for Academic Affairs

**Evaluation of Tenure-Track and Tenured Faculty
Annual Review for Tenure-Track and Tenured, Associate Professors
Faculty Reappointment for Tenured Faculty
School of Agricultural Sciences
College of Science and Engineering Technology**

Academic Policy Statement: 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 820317, 980204, and 900417.

Preface

The faculty of the School of Agricultural Sciences has developed a process for the annual performance evaluation of tenure-track faculty, tenured Associate Professors, and formal 5-year review of all Tenured Faculty (Post-Tenure Review). The consideration of minimum standards uses the baseline categories reflected in the Faculty Evaluation System (FES; Academic Policy Statement 820317). Each level of faculty review contains the minimum performance standards designed to ensure the preservation of a high-quality faculty and department with regard to teaching, scholarly and creative activities, and service.

**Annual Performance Evaluation and Review of Tenure-Track Faculty
Progress toward Tenure and Promotion**

As part of the annual FES process, a tenure-track faculty member shall prepare a Faculty Review Portfolio that contains a detailed listing of activities related to teaching, scholarly and creative activities, and service as described in the department Faculty Reappointment, Tenure and Promotion Policy.

The Performance Review Portfolio will consolidate all performance categories and supporting documents into one electronic file and uploaded into the University designated reporting portal (refer to Faculty Review Portfolio Content and Guidelines in department Faculty Reappointment, Tenure and Promotion Policy). Each year, the Faculty Review Portfolio will contain the most current reporting period achievements followed by prior years achievements for each of the performance categories. The portfolio is to be a progressive collection of faculty achievements over the course of time at the Assistant Professor rank while at Sam Houston State University.

**Annual Performance Evaluation and Review of Tenured Associate Professors
Progress toward Promotion to Professor**

As part of the annual FES process, a tenured faculty member at the Associate level shall prepare a Faculty Review Portfolio that contains a detailed listing of activities related to teaching, scholarly and creative activities, and service as described in the department Faculty Reappointment, Tenure and Promotion Policy.

The Performance Review Portfolio will consolidate all performance categories and supporting documents into one electronic file and uploaded into the University designated reporting portal (refer to Faculty Review Portfolio Content and Guidelines in department Faculty Reappointment,

Tenure and Promotion Policy). Each year, the Faculty Review Portfolio will contain the most current reporting period achievements followed by prior years achievements for each of the performance categories. The portfolio is to be a progressive collection of faculty achievements over the course of time at the Associate Professor rank while at Sam Houston State University.

Periodic Comprehensive Performance Evaluation of Tenured Faculty Post-Tenure Review

Academic Policy Statement: 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 Statement 980204.

Each tenured faculty member will be given a comprehensive performance evaluation every fifth year after receiving tenure, a promotion, returning to a faculty position following an administrative assignment, or after a previous comprehensive performance evaluation.

A candidate is reviewed on performance in teaching, scholarly and creative activities, and service. Professionalism of the candidate is evaluated within each of the reviewed performance categories. The Performance Review Portfolio will consolidate all performance categories and supporting documents into one electronic file and be uploaded into the university designated reporting portal (refer to Faculty Review Portfolio Content and Guidelines in department Faculty Reappointment, Tenure and Promotion Policy).

The guidelines for each category of performance, listed below, are minimum criteria for acceptable attainment levels by the faculty. Failure to meet the terms and conditions of the minimum performance standards will prompt a comprehensive performance evaluation as prescribed in Academic Policy Statement 980204.

Teaching: Each candidate must show evidence of success through effective teaching performance:

- determined by the department chair and the university student evaluation instrument, including the supporting documentation for that instrument (for the most recent five-year period).
- these items (for each semester taught for the most recent five-year period) will be printed from the university student evaluation instrument.
 - Cover page for each semester identifying each course evaluated
 - Summative sheet for each course
 - Summary results for each course, including student comments

Scholarly and Creative Activities: Each candidate must show evidence of success through:

- publication of peer-reviewed articles in refereed journals/periodicals
- publication of chapters or books and/or other instructional materials related to academic discipline by a recognized academic press
- pursuit of external and/or internal grants
- presentation of scholarly papers or works at professional fora
- 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
- creative activities and accomplishments

Service: Each candidate must show evidence of success through:

- current membership in a professional association related to his or her academic discipline
- attendance at annual professional association conferences related to his or her academic discipline (subject to availability of travel funds)
- participation in continuing professional education through developmental workshops, seminars, courses or self-study programs
- professional service activity to schools, governmental agencies, private enterprises and (or) community entities
- pursuit of monetary and (or) in-kind support for program development
- annual service on departmental, college and (or) university committee(s)
- evidence of consistent student recruitment activity
- academic advisement and degree plan preparation
- contributions to curriculum development and (or) degree/research programs

Professionalism: reviewed within each performance category

- support of collaborative decisions of the department, college and university
- abiding by departmental, college, and university rules and regulations
- effectively interacting with other departmental faculty and staff
- promoting the welfare of the program
- demonstrating the highest ethical and professional standards
- consistently operating within the established chain of authority
- working positively and collaboratively within the department, college and university
- completing committee responsibilities and other assignments and reports in a timely manner
- effectively and responsibly representing faculty on committees
- proactively participating in departmental activities

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).

The Plan for Assisted Faculty Development (PAFD)

The goal of the PAFD is to aid in restoring the faculty member to a level of performance that meets or exceeds the appropriate minimum. The purpose of the PAFD is to make specific the sorts of activities or accomplishments necessary to bring about the restoration of performance to that level. The PAFD should be developed promptly and in consultation with peers as well as the department chair (Academic Policy Statement on the Performance Evaluation of Tenured Faculty Statement 98024).

The department will design a PAFD committee consisting of the chair, a peer selected by the reviewed faculty member, and a peer selected by the chair. The committee will work closely with the reviewed faculty member in the following areas:

- identifying specific deficiencies
- identifying specific goals or outcomes to correct deficiencies
- outlining the activities to be undertaken to achieve the necessary results
- developing measurable criteria for assessing progress