



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 Forensic Science

College/Unit:

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

Standard:

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

Contact:

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Approved By:



 Department Chair



 College Dean

 Provost & Sr. VP for Academic Affairs

STANDARDS FOR PERFORMANCE

Evaluation of Tenured Faculty in the Department of Forensic Science

As prescribed by section 2 of University Policy 980204, “Performance Evaluation of Tenured Faculty,” revised May 4, 2022, standards for performance evaluation of tenured faculty (PETF) shall be developed and approved by tenured faculty in consultation with tenure-track faculty. These standards shall be in keeping with the mission and goals of the University, the mission and goals of the college, and the mission and goals of the unit (for purposes of this policy, the unit is defined as the Department of Forensic Science). They are to be based on, but need not be limited to, the faculty member's professional responsibilities in teaching, scholarly research and artistic creativity, and service. The standards shall take cognizance of the need to allow for legitimate variation in the development of a faculty member's career and service. The standards shall take cognizance of the need to allow for legitimate variation in the development of a faculty member's career.

Based on University Policy 980204, Section 1.02, all faculty members must complete the annual Faculty Evaluation System (FES). In addition, University Policy 900417, Section 7.03, also states that in the case of promotion of all tenured faculty (associate professor to professor), the DPTAC shall conduct a review of progress towards promotion every year beginning with the second year after the previous promotion and continuing until promotion occurs.

Tenured faculty who hold the rank of full professor are reviewed by the DPTAC every fifth year.

Based on University Policy 98204, section 4, every tenured faculty member with less than a 0.5 administrative appointment shall 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. Exceptions to this schedule may be made with approval from the dean and Provost for all faculty holding administrative positions of 0.5 FTE or greater.

The comprehensive performance evaluation shall normally begin with written notification by the chair to the faculty member by October 1 that the faculty member shall be reviewed in the current academic year. The dates for the full timeline are specified in Section 7 of academic policy 98204, along with the dates peer faculty meet to evaluate the performance of the faculty member(s) under review. The focus of the periodic comprehensive performance evaluation shall be on helping the faculty member improve performance in the conduct of professional duties. Evaluation shall be on helping the faculty member improve performance in the conduct of professional duties.

As indicated in University Policy 98204, section 3, the standards of performance for tenured faculty shall align with those established in The Faculty Evaluation System of Tenured and Tenure-Track Faculty (APS 820317) by the faculty at the department level, approved by the respective chair and academic dean, and retained on file in the Office of the Provost. This initial review shall make use of FES records for the five (5) most recent years. The annual FES documents specific to the period under review shall serve as the basis for the PETF.

In addition to the FES documents, the faculty member under review may provide a CV (Curriculum Vitae) and narratives that provide context to the FES documents and discuss accomplishments in teaching, creative and scholarly activities, and service. Because faculty are assigned either a 2-2 or 3-3 workload based on their supervision with research-intensive graduate students, faculty members should report all work with masters and graduate students. If a simple majority or greater of the DPTAC voting by secret ballot determines that the faculty member meets or exceeds the accepted minimum standards of the unit, the faculty member shall be notified in writing by the DPTAC of the vote and as satisfying the PETF, and no further action shall be required. A copy of this written notification shall be sent to the chair, dean, and Provost. DPTAC members must be present to vote unless on faculty developmental leave or other approved leave.

In keeping with the university policy, the Department of Forensic Science has identified the following minimum accepted standards of performance for faculty based on the FES records of the most recent 5-year averaged rating.

Category	FES Average Minimum Rating
Teaching Effectiveness: Chairs Rating (FES 1) & Students' Rating (FES 2)	2.5
Scholarly & Creative Accomplishments (FES 3)	2.5
Service (FES 4)	2.5
Overall	3.0

Should the reviewed faculty member fail to receive at least a simple majority of the votes of approval from the DPTAC, the faculty member shall be subject to the procedures outlined in the Prompted Comprehensive Performance Evaluation (PCPE), beginning with 5.02(a) of University Policy 980204. The faculty member shall be notified of this outcome in writing, and a copy of this written notification shall be sent to the chair, dean, and Provost.

