



## 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:** Library Science and Technology

**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 checked="" 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:**

*Holly Weimar*  
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*Stacey Victor*  
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 Stacey Victor (Nov 30, 2022 10:22 CST)  
 College Dean

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 Provost & Sr. VP for Academic Affairs

# **POST-TENURE REVIEW GUIDELINES**

## **Department of Library Science and Technology**

### **College of Education | Sam Houston State University**

#### **General Guidelines**

Under Sam Houston State University (SHSU or University) [Academic Policy Statement \(APS\) 980204](#), every tenured faculty in the College of Education (COE) Department of Library Science and Technology (LST) will undergo a 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 with the goal to improve faculty performance without infringing upon academic freedom. Tenured faculty in LST are expected to maintain an acceptable level of quality in the three (3) performance categories: teaching effectiveness, scholarship and creative accomplishments, and service activities. The guidelines outlined in this document are consistent with and subservient to APS 980204 and the Texas State University System Rules and Regulations.

As the Department Faculty Evaluation System (DFES) is the mechanism in place for annual faculty evaluation, the LST Departmental Promotion and Tenure Committee (DPTAC) will utilize the results of that instrument to facilitate the Performance Evaluation of Tenured Faculty (PETF). Specifically, tenured faculty under review shall submit their FES Summary Reports from the five most recent years and current Curriculum Vitae (CV) through the management system in place at that time.

#### **Performance Evaluation Standards**

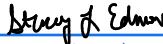
To demonstrate a consistent and persistent capacity to meet appropriate minimum standards of performance, faculty must obtain an average score of 2.0 (out of a possible 5.0), as reported on the FES Summary Reports, across the preceding five years, in each of the three (3) performance categories: teaching effectiveness, scholarship and creative accomplishments, and service activities.

If a faculty member fails to meet the appropriate minimum standards of performance in any of the performance categories, the faculty under review may provide narratives that offer context to the FES documents and discuss accomplishments in teaching effectiveness, scholarship and creative accomplishments, and service activities.

**Periodic Comprehensive Review Process**

The DPTAC will conduct the PETF and vote via an anonymous ballot to determine if the tenured faculty is continuing to maintain the minimum performance standards as established by the department. If a simple majority or greater of the DPTAC voting determines that the faculty member meets or exceeds the accepted minimum standards, the faculty member will be notified of the vote and as satisfying the PETF, and no further action will be required.

Should the reviewed faculty member fail to receive at least a simple majority of the votes of approval from the DPTAC, the faculty will be notified of the vote and required to formulate and follow a Plan for Assisted Faculty Development (PAFD) as described in APS 980204.

APPROVED:   
[Stacey Victor \(Nov 30, 2022 10:22 CST\)](#)  
Stacey L. Edmonson, Dean

DATED: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Michael T. Stephenson, Provost and Senior  
Vice-President

DATED: \_\_\_\_\_