



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: PUBLIC HEALTH

College/Unit:

- | | | | | |
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| <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)

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 Department Chair

Emily Roper

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 College Dean

 Provost & Sr. VP for Academic Affairs



**COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF PUBLIC HEALTH
CRITERIA AND STANDARDS FOR THE PERFORMANCE EVALUATION OF
TENURED FACULTY
REVISED: FALL 2022**

Preface: The purpose of this document is to provide the tenured faculty in the Department of Public Health with a set of clear standards and criteria for the post-tenure review process. The standards in this document were established by the Public Health faculty and are consistent with, and subject to SHSU Academic Policy 980204, and the Texas State University System Rules and Regulations.

Each tenured faculty member in the Department of Public Health is expected to demonstrate sustained excellence in the areas of scholarship, teaching, and service during their academic career at the university. The criteria and standards apply to all tenured faculty on a nine-month contract with the title of Associate Professor and Professor. The Department of Public Health faculty will review and revise this document every three years, or as deemed necessary by the faculty and/or Chair in the department.

THE PERFORMANCE EVALUATION OF TENURED FACULTY IN THE DEPARTMENT OF PUBLIC HEALTH

The goal of the Performance Evaluation of Tenured Faculty, generally regarded as the *Post-Tenure Review*, is to encourage faculty who are performing at an acceptable level regarding their teaching, scholarship, and service. The policy also serves to provide an opportunity for the tenured faculty to consider the scholarly, teaching, and service activities they will continue, and those they choose to change as they advance in rank at the university. Conversely, the philosophy behind the performance evaluation of tenured faculty is to identify faculty who have not met or exceeded the minimum standards of the Department of Public Health.

Evaluation expectations of tenured faculty members, at a minimum, mirror that of probationary or pre-tenured faculty members, allowing for possible variations across differing degree programs (e.g., BS in Health Care Administration, BS in Health Sciences, BS in Public Health, BS in Bilingual Health Care Studies, Master in Public Health, and MS in Health Care Quality and Safety).

Tenured faculty in the Department of Public Health are expected to sustain high level performance and continuous improvement in the areas of teaching effectiveness; scholarly accomplishments and contributions to the field; and service to the University, community, and profession as indicated in the *Department of Public Health Criteria and Standards for Tenure and Promotion Policy, revised, Fall 2022*:

- In the area of Teaching, tenured professors “are expected to show a pattern of high-level teaching evaluations in the qualitative and quantitative components of their IDEA scores. The majority of the candidate’s course should have scores that are at or above institutional averages, with considerations given for unusual assignments such as developing new courses, teaching large classes, teaching online courses, teaching upper level and graduate courses, teaching hybrid courses, or teaching courses with subject matter regarded as difficult.”

- In the area of Research and Scholarly Activity, tenured professors “are expected to average at least one high-quality peer-reviewed publication per year,” or five high-quality peer reviewed publications in a five-year period.
- In the area of Service, tenured professors “are expected to provide service in three areas: department, college, university; the profession; and the community.”

These three areas will be evaluated by the tenured faculty in the department to determine if the individual is successfully maintaining the departmental guidelines for tenure and promotion.

The comprehensive performance evaluation for tenured faculty members is administered in accordance with Academic Policy Statement 980204: Performance Evaluation of Tenured Faculty. The process of the performance evaluation of the tenured faculty in the Department of Public Health focuses on the development, maintenance, and the meeting of the standards of appropriate performance within the ranks of associate professor and full professor. The reviews are conducted every fifth year after the faculty receives tenure, a promotion, returns to a faculty position following an administrative assignment, or after a comprehensive performance evaluation.

The Role of the Tenured Faculty under Review:

The tenured faculty shall submit their FES records of the five most recent years for their post-tenure review. In addition, the tenured faculty shall prepare a self-evaluation focusing on their most recent five years of progress in the areas of teaching, research and scholarly activities, and service. The tenured faculty shall submit their IDEA quantitative and qualitative evaluations, their Chair Evaluation of Teaching reviews, Peer Evaluation of Teaching reviews, teaching artifacts, evidence of professional development, research articles, and evidence of professional presentations, book chapters, professional editorials, and service activities. The faculty may submit additional supportive materials they deem appropriate that serve as evidence of their sustained excellence in the areas of teaching, research, and service for their post-tenure review. All of the documents will be uploaded by the tenured faculty into the SH Watermark Faculty Success program.

The Role of the Committee Conducting the Performance Evaluation of Tenured Faculty:

The tenured faculty in Department of Public Health will conduct the post-tenure review using the annual Faculty Evaluation System (FES), the Chair Evaluation of Teaching, the Peer Review Evaluation of Teaching, and the additional supportive documents of the individual’s most recent five-year period of employment available on the SH Watermark Faculty Success program.

The chair of the review committee will call for a vote via a secret ballot to determine if the tenured faculty is continuing to maintain the criteria established by the department for tenure and promotion. If a simple majority or greater of the tenured faculty determines the faculty member exceeds the accepted minimum standards of the unit for teaching, research, and service as described in this policy, the faculty member will be certified as satisfying the Performance Evaluation of Tenured Faculty and no further actions will be required. Should the reviewed faculty member fail to receive at least a simple majority of the votes of approval from the tenured faculty voting, they will be subject to the procedures outlined in the Prompted Comprehensive Performance Evaluation.

The review committee will prepare and submit a professional evaluation of the strengths and weaknesses of the tenured faculty member's sustained performance in the areas of teaching, scholarly activities, and service. In addition, the summary will specify plans aimed at sustaining and/or strengthening the faculty member's areas of teaching, scholarly research, and service.

In keeping with the University policy on the Performance Evaluation of Tenured Faculty, exceptions to the five-year schedule can be made by the chair with the approval of the dean when there is a sufficient reason (e.g., illness) to do so, but the period must not extend beyond six years.

Procedures for the Prompted Comprehensive Performance Evaluation:

A tenured faculty who has received notification by the review committee to be performing below the appropriate minimum level shall be required to formulate and follow a Plan for Assisted Faculty Development (PAFD) as stated in the University policy (Academic Policy Statement 980204).

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 types 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 chair. It will have as its main intention the support and development of all members of the tenured faculty.

Although each PAFD is tailored to specific circumstances, each plan will contain a summative component that will:

- identify specific deficiencies to be addressed;
- define specific goals or results necessary to remedy the deficiencies;
- outline the activities to be undertaken to achieve the necessary results;
- indicate the criteria used for assessing progress in meeting the plan;
- identify reasonable institutional resources to be committed in support of the plan

A peer consultation team will be jointly selected by the chair, and the faculty member being evaluated. The chair will nominate at least two possible members to serve on the team, and the faculty member will select two members to serve in this capacity. The chair will then select one person from the faculty member's nominees, and the faculty member will select one person from the chair's nominees.

Should the negative finding be determined, it is the responsibility of the peer consultation team to assist the faculty member in the formulation of a PAFD to be achieved in an agreed length of time.

The role of the peer consultation team, named from the department and degree program, is entirely advisory, both to the faculty member subject to review and to the chair of the unit. The recommendations of this team may represent a consensus view of the two team members plus the faculty member or, alternatively, each member of the team and the faculty member may submit to the chair their independently derived proposal for the PAFD.

It is the task of the peer consultation team to evaluate the faculty member in all aspects of their professional duties and responsibilities; and to do so according to the standards established by the Department of Public Health. If the faculty member does meet the relevant standards, the team members will so inform the chair, who will certify that the faculty member satisfies the Performance Evaluation of Tenured Faculty and no further actions will be required. From this evaluation, the team members will confirm either that the faculty member does, or does not, meet the relevant standards of the unit.

It is envisioned that the chair will take the best elements of these proposals and, in consultation with the faculty member, formulate the PAFD. The peer consultation team will remain in place to provide support and encouragement to the faculty member under review, and at the end of the designated development period, they will each provide to the chair and the faculty member a re-evaluation and an assessment as to the success of the PAFD.

The chair of the department will conduct meetings with the faculty to assess their progress toward the accomplishment of their PAFD. At the end of the established timeline, three outcomes are available for the faculty:

- 1) The faculty has restored their performance and achieved the goals of their PAFD. The chair notifies the dean, and the faculty returns to the annual review process established by the department.
- 2) The chair grants the faculty an extension in the timeline of the PAFD. The faculty, peer consultant team, and the dean are notified in writing by the chair of this determination.
- 3) The chair receives opinions of the peer consultation team that the faculty has failed to make progress toward their PAFD, and the chair agrees with this determination. The chair then notifies the faculty, dean, and peer consultation team with their decision.

In the event the faculty has not successfully achieved the goals of their PAFD, the dean reviews the relevant documents of the faculty and recommends to the Provost and Vice President for Academic Affairs any of several actions, including, but not limited to:

- restoring the faculty member to regular status;
- requiring another PAFD be developed with a different peer consultation team;
- instituting dismissal proceedings or other appropriate disciplinary action.

In the event of a faculty being dismissed for cause, the faculty must be given the opportunity to dispute the resolution as described in Chapter 154, Civil Practices and Remedies Code. The governing board must provide reasons in writing for any decision to terminate a faculty on the basis of an evaluation conducted pursuant to Academic Policy Statement 980204: Performance Evaluation of Tenured Faculty.

Timeline for the Performance Evaluation of Tenured Faculty

The Department of Public Health will follow the prescribed timeline for the Periodic Comprehensive Performance Evaluation and the Prompted Comprehensive Performance Evaluation of the tenured faculty in accordance with Academic Policy Statement 980204: Performance Evaluation of Tenured Faculty.

APPROVED: Ray Newman PhD
Ray G. Newman, Ph.D., Chair: Dept. of Public Health

DATED: 22 November 2022