

FES POLICIES AND PROCEDURES

DEPARTMENT OF POLITICAL SCIENCE

College of Humanities and Social Sciences Sam Houston State University

(Revised August 2025)

Each year, each faculty member's teaching, research, and service will be evaluated by the Political Science Department and the Chair of the Political Science Department (for university policy information, see Academic Policy Statement 820317). Each category is one on which department tenure and promotion decisions are made as per Academic Policy Statement 900417 and "Promotion and Tenure Policies, Procedures and Performance Guidelines -- Department of Political Science."

The Personnel Committee of the Political Science Department will offer a recommendation in each category based upon each faculty member's FES document – including the comprehensive narrative – for the preceding year. The fillable FES document will be provided by the College of Humanities and Social Sciences (CHSS) and be posted to the department T: drive. The Chair of the Department will then issue a final evaluation. As stated in university policy, scores shall be reported on a one-to-five-point continuous scale (with a minimum precision to the whole number from 1 to 5, and a maximum precision to the nearest hundredth – 0.01). The Chair will make the Personnel Committee's recommendations available to any faculty member who requests it.

As established in the "Department of Political Science Workload Policy," the normative 1.0 FTE workload for all tenured and tenure-track faculty members is fulfilled by teaching three, 3-credit hour courses per long semester and maintaining an active research program. It is additionally expected that tenured or tenure-track faculty will integrate service to the department, college, university, and profession. Non-tenure-track faculty with a nine-month contract fulfill their twelve (12) workload credits by teaching four, 3-credit hour courses (1.0 FTE) per long semester. This equates to the "Balanced pathway" established in 1.03 and Attachment 3 of Academic Policy Statement 820317. In the Department of Political Science, the FES weights for this "Balanced Evaluation Pathway" are: Teaching 40%; Scholarly and Creative Activity 40%; and Service 20%. For situations where a faculty member was fulfilling their twelve (12) workload credits by teaching four (4), 3-credit hour courses (12 workload credits) per long semester (1.0 FTE) prior to the revision of Academic Policy Statement 820317, the department considers these cases as grandfathered. For these specific situations, the FES weights for this "Teaching Evaluation Pathway" are: Teaching 60%, Scholarly and Creative Activity 10%; and Service 30%.

As established in the "Department of Political Science Workload Policy," non-tenure-track (NTT) faculty with a nine-month contract in the Department of Political Science fulfill their twelve (12)

workload credits by teaching four, 3-credit hour courses (1.0 FTE) per long semester. It is additionally expected that non-tenure-track faculty will integrate service to the department, college, university, and profession. The FES weights for each category for NTT faculty are: Teaching 90% and Service 10%.

All tenure-track and non-tenure-track faculty shall default to their normative workload and FES weights above unless an adjustment is agreed to following the procedures established in the "Department of Political Science Workload Policy." Adjustments to tenure-track faculty workload do not imply adjustments to the department's tenure and promotion standards and procedures established in "Promotion and Tenure Policies, Procedures, and Performance Guidelines." Adjustments to non-tenure-track faculty workload do not imply adjustments to the department's promotion standards and procedures established in "Evaluation and Promotion of Non-Tenure Track Faculty: Procedures and Performance Guidelines."

FES – Teaching

As per Academic Policy Statement 820317, "Teaching effectiveness is comprised of two (2) inputs, the chair's/department's rating of teaching effectiveness (FES 1) and the students' rating of teaching effectiveness (FES 2)." The FES 2 score will be the average of the IDEA instrument's "Summary Evaluation Score" for each of the evaluated course sections during the FES cycle. Academic Policy Statement 820317 states, "The faculty comprising a department may decide to use a faculty committee consisting of representation from all tenured/tenure-track faculty ranks to assist the chair in evaluating faculty teaching effectiveness (FES 1) or effectiveness in librarianship for the Newton Gresham Library faculty." The Political Science Department will utilize the Department Personnel Committee to offer a recommended FES 1 score to the Chair.

It is the expectation of the department that faculty are working toward teaching evaluations at Level 4 or higher. This is particularly true of probationary faculty working toward tenure and promotion and tenured Associate Professors working toward promotion to Professor. At a minimum, the department expects that faculty are striving to meet expectations established at Level 3.

The criteria for the department's FES 1 evaluation are as follows (these criteria are not meant to be exhaustive or comprehensive, and each faculty member can include whatever information that the faculty member believes to be relevant to evaluating his or her teaching in the narrative section of the FES document. Each faculty member is also encouraged to offer brief explanations of his or her uncompensated teaching activities in the narrative section of the FES document):

Section I.—minimum requirements

- Shows up for class
- Shows up for office hours

- Teaches core courses and upper-level courses in his or her field of specialization
- Submits grades on time; follows policies concerning grade submissions
- Posts syllabi on Blackboard
- Sends syllabi, c.v., and office hours to administrators.
- Meets all federal deadlines regarding Federal Aid Eligibility Validation and textbook selection

Section II.—additional IDEA measures beyond the “Summary Evaluation Score”

The Personnel Committee and the Chair of the department will consider additional measures on the IDEA instrument beyond the “Summary Evaluation Score”:

- Teaching course material (IDEA)
 - *Relevant IDEA measures from quantitative section (average of ratings from all courses taught over the previous year)*
 - Explained course material clearly and concisely
- Good course/good instructor (IDEA)
 - *Relevant IDEA measures from quantitative section (average of ratings from all courses taught over the previous year)*
 - Overall, I rate this instructor an excellent teacher.
 - Overall, I rate this course as excellent
- Positive qualitative comments (IDEA)

Section III.—uncompensated teaching activities

This list is not meant to be exhaustive or comprehensive, and each faculty member can include whatever information that the faculty member believes to be relevant to evaluating his or her teaching in the narrative section of the FES document.

These teaching activities vary significantly in terms of the amount of time and effort involved in engaging in them. Faculty members should include a description of these activities in the FES narrative detailing the extent and/or impact of each activity.

- Teaches Honors contract; Honors course; EWCAT; independent study; ACE course; Writing Enhanced courses; Advises theses, etc.
- Revises (substantially) course syllabi
- Co-authors paper with undergraduate or graduate student; presents paper with student at conference
- Supervises/mentors student research leading to presentation and/or publication
- Receives grant/funding for teaching (cannot be double counted as research)
- Receives teaching award of some sort (department, college, university, Honors, external, etc.)
- Develops new course or courses

- Publishes instructional materials (depending on peer review this may be counted as research; however, it cannot be double counted)
- Engages in some form of professional development related to teaching

FES 1 Evaluation Scoring

5—fulfills minimum requirements; averages 3 or higher on the additional IDEA measures; positive qualitative comments on IDEA results engages in multiple uncompensated teaching activities

4—fulfills minimum requirements; averages 3 or higher on the additional IDEA measures; positive qualitative comments on IDEA results; engages in one uncompensated teaching activity

3—fulfills minimum requirements; averages 3.00 or higher on the additional IDEA measures

2— fulfills minimum requirements; poor scores on additional IDEA measures (i.e. below 3.00)

1— little or no evidence of fulfilling minimum requirements; poor scores on additional IDEA measures (i.e. below 3.00)

The Personnel Committee and the Chair of the Department are authorized to adjust the FES 1 evaluation score based upon the range and quality of the various uncompensated activities, and based upon the various possibilities not outlined explicitly above (e.g. excellent additional IDEA measures and qualitative comments with more minimal participation in uncompensated teaching activities).

FES – Research

These criteria are not meant to be exhaustive and each faculty member can include any information that the faculty member believes to be relevant to evaluating his or her scholarly activity in the narrative section of the FES document. Any faculty member who believes an accomplishment is more meritorious than the category in which it is listed below should provide evidence in support of earning a higher merit rating than indicated in this policy in the FES document. To further assist Personnel Committee members in their review and evaluation, each faculty member is required to attach an updated CV to the FES form.

Unless otherwise stated, one item in each level will place an individual in that level. Publication of a scholarly book will be eligible for ratings for four years (the year of publication and three subsequent years). Each peer-reviewed journal article or book chapter published will count only once as a publication (see the rules that state that faculty can count the article either when accepted or when published). If a faculty member has multiple peer-reviewed journal articles and/or book chapters in a single year, the extra articles/book chapters will be counted in the subsequent year's research evaluations (e.g., if a faculty member has three articles in a year, that faculty member can count one or two of the articles for the year in question and count the other article(s) for the next year of evaluation.) Faculty members are responsible for informing the DPTAC of such situations on their FES forms.

It is the expectation of the department that faculty are working toward activities in “Level 5: Evidence of activities consistent with tenure and/or promotion.” This is particularly true of probationary faculty and tenured Associate Professors working toward promotion to Professor. However, the department recognizes that variance in project scope and publication outlet may result in years where this level of achievement is not possible. At a minimum, the department expects that faculty are consistently striving to meet expectations in Level 2, that faculty can provide evidence of “progress towards the completion of a research project.” Evidence of scholarly activities consistent with departmental promotion and tenure standards are considered more meritorious than activities not consistent with that goal.

Level 5. Evidence of activities consistent with tenure and/or promotion:

- Publication of a monograph or co-authored scholarly book by a reputable press (eligible for ratings for four years – the year of publication and three subsequent years)
- Publication or acceptance of article in peer-reviewed journal (must report both year of acceptance and year of publication on FES; any single article may only receive a level 5 rating in either the year of acceptance or the year of publication/copyright).
- Publication of chapter in a refereed book
- Receipt of substantial external grant

Level 4. Evidence of progress toward the achievement of an accomplishment in Level 5:

- Receiving a “revise-and-resubmit” for an article at a well-respected peer-reviewed journal
- Completion of major revision of previously published professional book
- Publication of monograph not based on original research
- Recipient of an internal grant
- Submission of completed manuscript that has contract with book publisher
- Publication of non-peer reviewed article in a highly regarded outlet (could include instructional materials; however, may not be double-counted with any other FES category)
- Editor of a monograph or co-edited scholarly book (may not be counted as both research/scholarly activity and service).
- Author or co-author of a report in support of community-engaged research (may not be counted as both research/scholarly activity and service).

Level 3. Evidence of attempts at the achievement of an accomplishment listed in Level 4:

Completion of any two of the following:

- Submission of an article
- Development and submission of research grant proposal for internal or external funding
- Single paper presentation at a state, regional, national, or international meeting
- Invited research talk given at another university (not to include non-refereed conference proceedings)
- Publication of non-refereed substantial work (e.g., invited chapter in a scholarly book)
- Receipt of contract for development of a scholarly book for publication
- Completion of extended special training programs such as ICPSR summer program
- Completion of minor revision of previously published scholarly book or monograph
- Editor of professionally related newsletter

Level 2. Evidence of attempts at the achievement of an accomplishment listed in Level 3:

- Presentations at the city, county, or university level of professionally related material
- Participation at a roundtable discussion at a regional or national meeting
- Attend one professional meeting
- Attend two or more research/scholarly activity skills development workshops related to research
- Invited lecture at another university

- Publication of pamphlet, short workbook, etc. by a recognized press
- Presentation of a paper at a meeting on campus
- Evidence of progress towards the completion of a research project, including extended travel for field work, archival research, and other methods.

Level 1. Inactivity:

- No evidence of either research or scholarly activity as described in ratings 2-5 above.

FES – Service

The Personnel Committee and the Department Chair will assess each activity based on time investment, leadership role, and impact on the department, college, university, profession, or discipline-related community. The assessment will be holistic. In the likely event that a faculty member has a mix of service activities at various levels, the Personnel Committee and the Department Chair will assign scores based on the overall service record during the FES evaluation period (i.e., previous calendar year).

It is the expectation of the department that faculty are working toward activities that positively impact the department, college, university, profession, or discipline-related community (Level 3). This is particularly true of probationary faculty. Tenured, Associate Professors working toward promotion to Professor should strive toward a level of service that falls into Level 4 or Level 5. At a minimum, the department expects that faculty are meeting the expectations established at Level 2. Evidence of service activities consistent with departmental promotion and tenure standards are considered more meritorious than activities not consistent with that goal.

These criteria are not meant to be exhaustive, and each faculty member can include any information that the faculty member believes to be relevant to evaluating his or her service in the narrative section of the FES document. To further assist Personnel Committee members in their review and evaluation, each faculty member is requested to attach an updated CV to the FES report.

Level 5. Faculty members receiving this score will have a service record for the evaluation period with evidence of (1) significant time investment (2) significant leadership role and (3) significant impact on the department, college, university, profession, or discipline-related community.

Level 4. Faculty members receiving this score will have a service record for the evaluation period with evidence of (1) time investment beyond that expected in level 3, and (2) an impact on the department, college, university, profession, or discipline-related community beyond that expected in level 3.

Level 3. Faculty members receiving this score will have a service record for the evaluation period with evidence of activities that positively impact the department, college, university, profession, or discipline-related community.

The following is a non-exhaustive list of service activities. A combination of these activities could result in a “Level 3,” “Level 4,” or “Level 5” evaluation by the Personnel Committee and/or Department Chair. Faculty members are permitted to submit activities that do not appear on this list. In all instances, faculty members must provide evidence of time investment, leadership, and impact.

Service to the Department

- Serve as chair of a significant ad hoc committee (e.g., search committee) at the department level
- Serve as DPTAC chair
- Serve as a chair of a standing department committee
- Serve as a formal mentor for tenure-track faculty (specific activities must be documented)
- Serve as a recruiter for one of the department's programs
- Serve as an/the organizer of a guest lecture for the university, college, or department
- Serve as a guest lecturer for the university, college, or department
- Serve as a member on a department committee with a higher-than-normal workload or impact (e.g., search committee)
- Serve as a student advisor/mentor beyond typical faculty-student advising/mentoring (specific activities must be documented)
- Serve as an official sponsor or advisor for a student organization
- Attend department events (guest speakers, student engagement events, etc.)

Service to the College

- Serve as the chair of a significant committee at the college level
- Serve as the organizer of a guest lecture for the university, college, or department
- Serve as a guest lecturer for the university, college, or department
- Serve as a member on a college-level committee
- Attend college events (commencement, convocation, etc.)

Service to the University

- Serve as a representative or officer on SHSU Faculty Senate
- Serve as the chair of a significant committee at the university level
- Serve as an/the organizer of a guest lecture for the university, college, or department
- Serve as a guest lecturer for the university, college, or department
- Serve as a member on a university-level committee

Service to the Profession

- Serve as an officer in a professional organization or an official section of a professional organization
- Serve as a board member in a professional organization
- Serve as an editor, associate editor, or editorial board member of a professional journal
- Serve as a program chair or section organizer for a regional, national, or international professional conference
- Author a book review (cannot be double counted as research)
- Serve as peer-reviewer for journal or academic/trade press

- Serve as a chair or discussant for a panel at a professional workshop or conference

Discipline-Related Community Service

- Serve as an officer or member in a community organization with relevance to the discipline
- Author a report for an organization with relevance to the discipline (cannot be double counted as research)

Level 2. Faculty members receiving this score will have a service record for the evaluation period with little evidence of activities beyond the minimum expected of university faculty. Such activities could include but are not limited to:

- Attend department meetings (unless unforeseen circumstances prevent attendance)
- Attend department job talks (that do not conflict with scheduled classes or approved conference travel)
- Serve as a member of a standing department committee(s) including DPTAC (NB – Depending on the role, workload, impact, and quantity of committees, membership could be evidence for a level 3 performance or higher.)

Level 1. Faculty members receiving this score will have a service record for the evaluation period that is unsatisfactory.