



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: Biological 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:

Name (first & last): Aaron Lynne
 SHSU Email: aml027@shsu.edu
 Phone: 936-294-1544

Approved By:



 Department Chair



 College Dean

 Provost & Sr. VP for Academic Affairs

Faculty Annual Review Information

Department of Biological Sciences
Sam Houston State University

Name:

Academic Rank:

Years of Service:

Review Period: January through December 2021

I. TEACHING ASSIGNMENTS AND STUDENT EVALUATIONS

- 1. Instructional Assignments & IDEA score** (List course number, title, credit hours, hours in the classroom for lectures and labs, if you were the sole instructor, if there was a TA and the nature of the TA contribution, number of students taught, and IDEA scores for each course). Identify if the course was new to the SHSU curriculum, if the course was substantially revised (explain the revision), and/or if the course was a new preparation for you (the first time you taught the class).

Include IDEA evaluation forms for semesters taught. Name each file with the course number. Feel free to also include any peer teaching reviews, student comments and letters, interesting teaching materials, etc.

SPRING

FALL

II. TEACHING BONUS – TEACHING BEYOND THE CLASSROOM

1. List any Graduate Students that graduated under your direction as major advisor by name, thesis title and year entered.
2. List your Graduate Students that have not graduated by name, year entered and status.
3. List the Graduate Students for whom you are not a major advisor but are a member of the committee by name and major advisor.
4. List all graduate oral exams that you participated in by student name, outcome of the exam and major advisor.
5. List all 5095 projects completed under your direction by student name, project title, and final product (e.g., presentation, publication, internal report).
6. List the unique 4095 projects completed under your direction by student name, project title, and final product for the project.
7. List all unique non-4095 projects by student and project title/description.

8. List all Undergraduate Honors Thesis you directed by student name, project title and final product.
9. List all students (graduate and undergraduate) under your direction that gave presentations at SHSU events by name, presentation title, and event.
10. List all student grants (graduate and undergraduate) submitted by students under your direction by name, grant title, funding source, dollar amount and status of proposal (funded, non-funded, under review).
11. List all honors contracts you directed by student name.
12. List any teaching awards that you received.
13. List any new courses to the SHSU curriculum you developed.
14. List any classes you substantially revised.
15. List any new preparations you taught this year.
16. List the number of different semester long courses you taught for the year.
17. List any courses that were ACE.
18. List the number of hours of uncompensated overload you taught this year. Include semester and courses taught.
19. List the number of hours of workshops/courses that you attended to enhance your teaching. Include workshop/conference/etc information (name, date, location, etc.)
20. Other. List any other major teaching accomplishments and justify point value assigned.

III. RESEARCH AND SCHOLARLY ACTIVITY

A. Manuscripts in press or published

1. List state-level publications – give full citations; indicate SHSU student coauthors.
2. List regional-level publications – give full citations; indicate SHSU student coauthors.
3. List national/international-level publications – give full citations; indicate SHSU student coauthors.

B. Manuscripts in review

1. List any manuscripts that are under review – Include authors by order, manuscript title, journal name and date submitted (please indicate SHSU student coauthors).

C. Professional Conferences and Workshops

1. List conferences attended by Name of Conference, Location, Date, and level (state, regional, national, etc.).
2. List presentations given at state-level conferences by Title, Authors (indicate presenting author and SHSU student coauthors), Conference Name, and Date.
3. List presentations given at regional-level conferences by Title, Authors (indicate presenting author and SHSU student coauthors), Conference Name, and Date.
4. List presentations given at national/international-level conferences by Title, Authors (indicate presenting author and SHSU student coauthors), Conference Name, and Date.

D. New Full Grants and Contracts (pre-proposals not included)

1. List all new internal grants submitted by Author (identify PI and CoPIs), Proposal Title, Dollar amount requested, Project start and end dates, and status (funded, not funded, in review).
2. List all new external grants submitted with requests less than \$20,001 by Author (identify PI and CoPIs), Proposal Title, Dollar amount requested, indirect funding requested, Project start and end dates, and status (funded, not funded, in review).
3. List all new external grants submitted with requests between \$20,001 and \$50,000 by Author (identify PI and CoPIs), Proposal Title, Dollar amount requested, indirect funding requested, Project start and end dates, and status (funded, not funded, in review).
4. List all new external grants submitted with requests between \$50,001 and \$100,000 by Author (identify PI and CoPIs), Proposal Title, Dollar amount requested, indirect funding requested, Project start and end dates, and status (funded, not funded, in review).

5. List all new external grants submitted with requests greater than \$100,000 by Author (identify PI and CoPIs), Proposal Title, Dollar amount requested, indirect funding requested, Project start and end dates, and status (funded, not funded, in review)

E. Bonus

1. List all continuing grants that were submitted and funded in previous years by Author (identify PI and CoPIs), Proposal Title, Dollar amount requested, indirect funding requested, Project start and end dates.
2. List all preproposals submitted to NSF, NIH or other.
3. List all awards you received for publications or presentations.
4. List any workshops you attended to enhance your research at SHSU (grant writing workshops, etc). Note: This is different than attending a scientific conference.

Other: List any other major research-related accomplishments and justify point value assigned.

IV. SERVICE

A. Department Service

1. List all Departmental Committees for which you serve and describe role on the committee.
2. Describe your role in student advising.
3. List student organizations for which you serve as an advisor.
4. List recommendation letters you have written for students by student name.

B. College/University Service

1. List all college and university committees for which you served and describe your role on the committee.
2. If serving on Faculty Senate, list the year of your term.

C. Professional Service

1. List any professional committees for which you served and describe your role on the committee.
2. List any seminars you gave at other universities by university, department, date and seminar title.
3. List all manuscripts by journal title that you reviewed.
4. List all grants you reviewed as an ad hoc reviewer by funding agency/organization.
5. List all grant panels you served on by funding agency/ organization.
6. List any poster/paper competitions or science fairs you judged by organization, date, number of presenters judged.
7. List any elected or appointed positions you held by organization, position title, and dates of term.
8. List any editorial positions (editor, associate editor, etc) you held by Title, Journal name or Newsletter, dates of your term, and primary responsibilities.
9. List any editorial boards for which you served by Journal name, dates of term and primary responsibilities.
10. List any local committees for conferences for which you served by name of conference, dates of conference, and role on the committee.

D. Community Service

1. List any outreach events for which you participated, the capacity in which you participated, the dates of the event, and how the event promoted SHSU.
2. List any public lectures you gave by Organization/group name, title of presentation and date of presentation.

Other: list any other significant service and justify the point value.