College of Business Administration
Department of Management, Marketing, and Information Systems

Faculty Evaluation System (FES) Standards

Prepared by the Tenured and Tenure Track Faculty of the Department of Management, Marketing, and Information Systems

Approved by:

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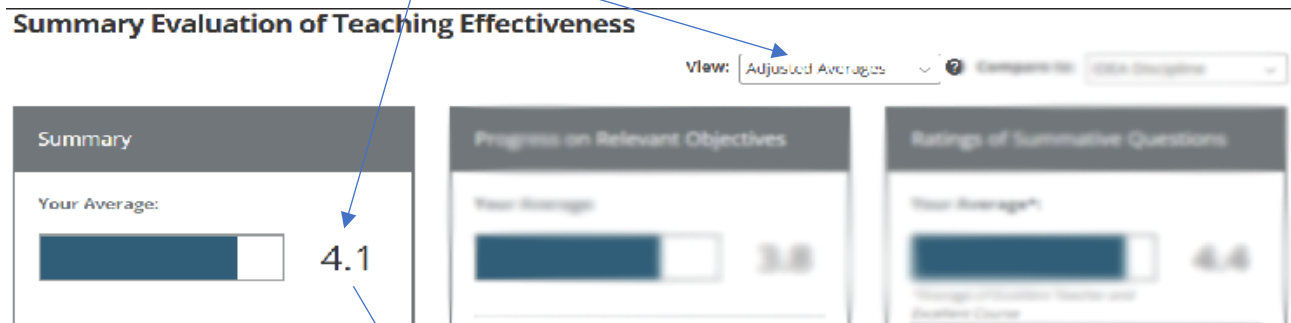## FES 1 Performance Standards Evaluation Criteria for Teaching

Category	Detailed Criteria Description	Scoring Categories	Weight
Class Design, Materials, and Assignments	Course design, materials and assignments are aligned with course objectives, level of class, and are relevant to current business practices. Assignments and/or activities used for assessing student work contributes to course, program, college, and/or university level goals. Faculty actively develops and uses current and timely course material.	5 = Far exceeds expectations 4 = Exceeds expectations: Uses techniques (e.g., active learning, experimental learning, simulation, ACE, writing initiative, guest speakers, etc.) to provide real-world application to further prepare students for their careers 3 = Meets expectations: Utilizes only publishers' support materials to teach classes (e.g., test banks, handouts, electronic material, etc.) 2 = Meets minimum expectations 1 = Doesn't meet minimum expectations	**40%**
Mandatory Policy Driven Activities	Courses are held at scheduled time, location and for the proper length of time. Instructor is organized, prepared, and conducts class in an orderly manner. The faculty member establishes and maintains office hours and/or other appropriate means for student interaction. The university's semester schedule, final exam schedule, and any other calendar items are maintained, including submitting vita and syllabi at appropriate time. Requests for accommodations for Services for Students with Disabilities (SSD) office are responded to appropriately.	5 = Consistently Meets Expectations 4 = Meets most expectations 3 = Meets some but not all expectations 2 = Partially meets some but not all expectations 1 = Did not meet expectations	**30%**
Communication	Responds to students in a timely manner: Communicates to students the timeframe for responding to emails and for grading assignments including exams and projects. Sets a professional tone in and out of the classroom.	5 = Far exceeds expectations 4 = Exceeds expectations 3 = Meets expectations 2 = Meets minimum expectations 1 = Doesn't meet minimum expectations	**30%**
Class Outcomes	Has questionable grade distributions and/or class drop rates.	At the discretion of the chair.	**Overall score may increase or decrease at chair's discretion.**
Teaching Award	Awarded a teaching award from a reputable organization (e.g., university, national, or international association). Faculty can win award or be nominated.	Automatically receives a 5.0 on FES for winning the University teaching award. All other teaching awards are at the discretion of the chair.	
Teaching Enhancements	Other significant teaching enhancement, activities, events, study abroad, and/or grants.	At the discretion of the chair.	
Chair has discretion to give scores between current scales.			

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FES 2 Performance Standards Evaluation Students Evaluation of Teaching

Per the university's *Faculty Evaluation System of Tenured and Tenure-Track Faculty* Academic Policy Statement (APS 820317), the Department of Management, Marketing, and Information Systems will use the instrument selected by SHSU for students to evaluate teaching effectiveness for FES 2. Currently, that instrument is the IDEA Evaluation System.

As defined by section 3.01 of policy APS 820317, for each faculty, a simple average of the "Summary Evaluation of Teaching Effectiveness" score for each class taught within the evaluation period (year) shall be used as the faculty's FES 2 score. Per policy, the Department shall specify whether to use the "**Raw**" or "**Adjusted" Summary Evaluation Scores**. IDEA does not report downward adjustments in the report to faculty, only upward adjustments. The Department of Management, Marketing, and Information Systems will use the Adjusted Summary Evaluation Scores.

Sample Scoring for FES 2

Course	IDEA Score
Course$_1$	4.1
Course$_2$	4.4
Course$_3$	4.6
Course$_4$	4.3
Course$_5$	4.4
Course$_6$	4.6
Average = FES 2 =	**4.4**

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FES 3 Performance Standards Evaluation Criteria for Research

Category	Detailed Criteria Description	Scoring Categories
AACSB Faculty Qualification Status	In the current year the faculty member must meet COBA's standards for faculty qualifications. In general, doctoral qualified faculty should meet the "Scholarly Academic" category. In rare instances, doctoral qualified faculty might be "Practice Academic". In no instances should a doctoral qualified faculty be "Other".	Yes/No
Research Article	Published a research article/case study/technical note in a peer reviewed academic journal, which is recognized on one of the four journal lists: ABDC, SJR, Cabell's Journalytics, and/or JCR.	With publication (additive with totals 5+ rounding to 5): 5.0 = "A*" publication from the ABDC list or top 10% of discipline specific SJR list. To encourage cross disciplinary research faculty can publish form any discipline specific SJR top 10% list. 4.0 = "A" publication from the ABDC list or a Q1 publication from the SJR, Cabell's, or JCR 3.0 = "B" publication from the ABDC list or Q2 publication from the SJR, Cabell's, or JCR 2.5 = "C" publication from the ABDC list or Q3/Q4 publication from the SJR, Cabell's or JCR 3.5 Book (refereed) 1.5 New edition of existing book 2.0 Book (non refereed, editor reviewed) 1.5 Published conference proceedings (refereed) at a selective conference. 1.5 Book chapter (refereed) 1.0 Book chapter (editor reviewed) No publication (not additive) 2.5 For faculty without a publication in the current year, published conference proceedings (refereed) at a selective conference 2.0 For faculty without publications in the current year, paper/presentation at a major conference 1.5 For faculty without any publications in the current year, some scholarly activity such as conference presentation at a regional conference or working paper submitted to a peer reviewed academic journal 1.0 Not AACSB qualified and no scholarly activity
Practitioner Journal	1 - 4 points.	At the discretion of the chair.
Research Award	Awarded a research award from a reputable organization (e.g., university, national, or international association).	Automatically receives a 5.0 on FES for winning the university research award. All other research awards are at the discretion of the chair.
Research Grant	Awarded a research grant from a reputable organization (e.g., university, national, or international association).	At the discretion of the chair.
Patent	Awarded a Patent.	At the discretion of the chair.
Chair has discretion to give scores between current scales.		

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FES 4 Performance Standards Evaluation Criteria for Service

Category	Detailed Criteria Description	Scoring Categories	%
Actively Contributing to a COBA Initiative	Actively working on university, college, and/or department level initiatives. Examples include serving as an Assessment Coordinator, ACE project, writing initiative, university's attendance initiative	5 = Far exceeds expectations 4 = Exceeds expectations 3 = Meets expectations 2 = Meets minimum expectations 1 = Doesn't meet minimum expectations N/A	25%
Attendance at Mandatory Events (events as designated by the chair as required).	Regularly attends events as deemed mandatory by the department chair, dean, Provost, or President. Examples include graduation reception and graduation.	5 = Far exceeds expectations 4 = Exceeds expectations 3 = Meets expectations 2 = Meets minimum expectations 1 = Doesn't meet minimum expectations N/A	25%
Assessment	Regularly contributed to assessment process each year.	5 = Far exceeds expectations 4 = Exceeds expectations 3 = Meets expectations 2 = Meets minimum expectations 1 = Doesn't meet minimum expectations N/A	25%
Committee Membership	Active and engaged as a chair or participant of a university, college, national or international association committee(s).	5 = Far exceeds expectations 4 = Exceeds expectations 3 = Meets expectations 2 = Meets minimum expectations 1 = Doesn't meet minimum expectations N/A	25%
Academic Journal Editor	Served as an editor for an academic journal.	At the discretion of the chair.	
Academic Journal Editorial Board/Committee	Served on an editorial board/committee for an academic journal.	At the discretion of the chair.	
Academic Journal Reviewer	Served as a reviewer for an academic journal.	At the discretion of the chair.	
Academic Conference Chair/Program Chair or Host	Served as either a conference chair/program chair/executive director/host for a university, departmental, and/or professional organization.	At the discretion of the chair.	
Faculty Advisor of a Student Organization	Served as a faculty advisor/sponsor for a student organization.	At the discretion of the chair.	
Serve as Track Chair at a University, college, department, and/or professional conference	Served as a track chair for a university, college, departmental and/or professional organization.	At the discretion of the chair.	
Service Awards	Awarded a service award from a reputable organization (e.g., university, national, or international association).	Automatically receives a 5.0 on FES for winning the University service award. All other service awards are at the discretion of the chair.	
Other significant service events and service contributions	Performed some other service-related activity that helped promote the university, college, department, or professional organization.	At the discretion of the chair.	
Chair has discretion to give scores between current scales. For example, they can give a 3.6 for unique service activities.			