



## 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:** Department of Chemistry

**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:**

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**Approved By:**

*Donovan C. Haines*

Department Chair

College Dean

Provost & Sr. VP for Academic Affairs

## Faculty Annual Review Information

Department of Chemistry  
College of Sciences  
Sam Houston State University

Name: \_\_\_\_\_ Academic Rank: \_\_\_\_\_

Department \_\_\_\_\_ Review Period: \_\_\_\_\_

### A.. CHAIR'S TEACHING EVALUATION

- I.\* **Course materials:** (1 pt)
1. Syllabi: a syllabus is produced and provided to the students of each course taught, that is consistent with University and State requirements.
  2. Appropriate course materials/texts are selected for each course, and in the case of multiple section courses with more than one instructor, that is the same for all sections.
- II. \* **Fulfillment:** (2 pt)
1. Consistently meets classes at scheduled times and places.
  2. Conducts classes for the appropriate duration per session to meet state requirements for the stated semester credit hours of the course.
  3. Conducts class in a manner consistent with the format and material coverage described on the syllabus.
  4. Creates and administers periodic instruments (Exams/Tests/Projects) to evaluate student progress and to provide feedback on areas of weakness.
  5. Returns tests and other graded work in timely manner so that students can make use of the feedback for learning.
  6. Holds office hours in a manner consistent with University policy.
  7. Administers an appropriate course final exam at the University scheduled time and location for each of their courses.
  8. Completes the Attendance Initiative Reporting requirements by the deadline.
  9. Complete the entry of final course grades in a timely manner before the deadline.
- III. **Overloads and Oversize classes:**
1. Overload course (per 3 SCH class, 1 pt for compensated, 2 pts for uncompensated)
  2. High-enrollment classes ( $n$  pt, where  $n = (\text{class size} - 40)/40$ )
  3. Oversight of multi-section labs with pre-lab lecture ( $n$  pt, where  $n = (\text{class size} - 60)/60$ )
- IV. **Course Development: (Description and Significance must be included)**
1. PACE (or other unit, i.e., STEM center) sponsored activities such as Engaged Learning Fellowship. (1-3 pt).
  2. Converting a current course to ACE course. (1 pt).
  3. Development of a new Course or significant revitalization an existing course. (1-3pt)
  4. Production of new course material (course text, lab manual, new on-line videos to accompany a course, etc.) to supplement or replace existing course materials. (1-3 pt) .
- V. **Professional Instructional Development:**
1. Completion of University supported or recognized Instructional Development Training or Certification Program (1-3pt). Include description and significance.
  2. Received formative teaching evaluation through in-class visits or video (by PACE or a similar entity for the improvement of teaching) AND act on the provided feedback. (1 pts)
  3. Attending a teaching conference (1 pt)
- VI. **Teaching Awards or Nomination/Recognition.**
1. National or State level: (2-3 pt)
  2. University (3 pt)
  3. College level (award 2pt, nomination 1 pt)

4. Nomination by VP for Student Services (1 pt)
  - VII. **Student Support: (in addition to office hours or in class, description and significance must be included)**
    1. Participating in the STEM Center, ASC, or related on-campus support group for students needing/seeking additional assistance with coursework. (1-3 pt)
    2. Regularly scheduled evening support sessions (above and beyond office hours) within the department (CFS) to assist students from any section in understanding the material. (1-2 pt) (for example: any section of CHEM 1411/1412 or CHEM 2323/2325, etc.).
  - VIII. **Honors Students:**
    1. Honors Thesis completion (2 pt)
    2. Honors contracts (1 pt for 1-2 contracts, or 2 pt for  $\geq 3$  contracts)
  - IX. **Other: Include description of activity and effort.**
    1. Examples, hosting/mentoring a high school student for a research project.
- TENURE-TRACK AND TENURED 3/3 FACULTY (a-c) 4/4 Faculty (c):**
- X. **Directing Research Students**
    1. Undergraduate students (1 pt or 2 pt for  $\geq 3$  students)
    2. Graduate students (1 pt or 2 pt for  $\geq 3$  students)
    3. Serving on a Graduate Thesis Committee. List each committee served on. (1 pt @)

**B. STUDENT’S EVALUATION: the summary IDEA forms for the courses that were evaluated.**

**C. RESEARCH AND SCHOLARLY ACTIVITY**

- I. **Works in Progress—copies of all *submitted works* should be on file in the department. Please provide authors, title, venue, and identifying code (if applicable).**
  - i. Books submitted.
    1. Complete Work (5 pts)
    2. Chapter (3 pts)
    3. Collection Editor (2 pts)
  - ii. Articles Submitted
    1. Peer-reviewed venue (3 pts)
    2. Non peer-reviewed venue (1 pt)
  - iii. Proposals for Funding
    1. National/international (3 pts)
    2. State/regional (2 pts)
    3. Local/university (1 pt)
  - iv. Meeting Abstracts Submitted (1 pt)
  - v. Ongoing Projects (1 pt each, max 6 pts for this area, C.I.v)
- II. **Dissemination of Research and Scholarly Activity—Please provide authors, title, venue, volume number (if applicable) and inclusive pages.**
  - i. Books published.
    1. Complete Work (5 pts)
    2. Chapter (3 pts)
    3. Collection Editor (2 pts)
  - ii. Articles subject to peer-review.
    1. National/international (3 pts)
    2. State/regional (2 pts)
  - iii. Articles not subject to peer-review.(1 pt)
  - iv. Presentations.
    1. National/international
      - a) Invited (3 pts)
      - b) Contributed (2 pts)
    2. State/regional
      - a) Invited (2 pts)
      - b) Contributed (1 pt)
      - c. Government/agency report (2 pts)
      - d. M. S. Thesis completed—student and title. (3 pts)

e. Other—provide description and estimation of effort (1-3 pts)

**III. Acquisition of Funds to Support Research and Scholarly Activity**

- i. Funded grants/contracts. Note: a multi-year grant receives points only for the first year's amount (subsequent years receive points below in B) and a multi-user grant receives points based upon the portion of funds for the individual recipient.
  - 1. Local Funds Up to \$10,000 (1 pt)
  - 2. External Funds Up to \$10,000 (2pt)
  - 3. \$10,000 up to \$20,000 (3 pts)
  - 4. \$20,000 up to \$50,000 (4 pts)
  - 5. \$50,000 up to \$100,000 (5 pts)
  - 6. \$100,000 or more (6 pts)
- ii. Continued funding. Note: each year receives points for the funds received in that year.
  - 1. Up to \$10,000 (1 pt)
  - 2. \$10,000 up to \$20,000 (2 pts)
  - 3. \$20,000 up to \$50,000 (3 pts)
  - 4. \$50,000 up to \$100,000 (4 pts)
  - 5. \$100,000 or more (5 pts)

**D. SERVICE: For each item, it is very important to provide a note of the activity involved and amount of effort required.**

**I. Committee Service**

- i. Departmental (0-3 pts)
- ii. College
  - 1. Chair (2 pts)
  - 2. Member (1 pt)
- iii. University
  - 1. Chair (2 pts)
  - 2. Member (1 pt)

**II. Professional Service (not outside employment)**

- i. Published book review (1 pt)
- ii. Paper referee (2 pts)
- iii. Grant referee (3 pts)
- iv. Editor (4 pts)
- v. Short Course instructor (first time 4 pts, repeat 1 pt)

**III. Recruitment (1 pt)**

**IV. Facility Development (1-3 pts)**

**V. Professional Organizations**

- i. Membership (1 pt each, max 3)
- ii. Committee Membership
  - 1. National/international (3 pts)
  - 2. State/regional (2 pts)
- iii. Office
  - 1. National/international (4 pts)
  - 2. State/regional (3 pts)

**VI. Professional Development**

- i. Other (1-3 pts)

**VII. Other (1-3 pts) —provide description and estimation of effort**