FACULTY EVALUATION
FES COMMITTEE

POLICY AND PROCEDURES
DEPARTMENT OF ENGINEERING TECHNOLOGY
SAM HOUSTON STATE UNIVERSITY

PURPOSE:
The Department of Engineering Technology at Sam Houston State University has developed policies and procedures for the evaluation of tenure-track and tenured faculty members. The evaluation procedures will use FES 3 and 4 to make recommendations to the Department Chair for the use in annual faculty evaluation.

FES COMMITTEE:
Committee Chair
- The Committee Chair will be elected by the committee from among those members elected
- Will have evaluation privileges
- Will coordinate the collection of FES materials, disseminate collected FES materials to committee members, call committee meetings, attend and facilitate committee meetings, and serve as liaison to the Department Chair.

Qualification for selection
- Tenured or Tenure-track faculty
- At least one year of service on the faculty at Sam Houston State University
- Has not received a letter of non-reappointment

Selection
- Members are elected annually to serve a one-year term.
- Committee members are elected by regular members of the Engineering Technology tenured or tenure-track faculty and are not on leave of absence at the time of selection. The Department Chair does not vote.
- Elections are held annually by ballot, using intradepartmental mail. Ballots will be prepared, distributed, and tabulated by the Office of the Department Chair. Verification will be provided on request by any regular Engineering Technology faculty member.

Terms of service
- All elected members shall serve for a one-year appointment.
- Any faculty member may decline to serve during the year selected or may resign during the year of service. Resignations are to be in writing to the

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Department Chair.
- Positions open due to the resignation of an elected member are to be filled by a member elected at a special election called by the Department Chair.

Members
The Faculty Evaluation FES Committee for calendar year 2022 is:
Chair:
Elected Members:

Meetings of the Committee
- The Committee Chair shall call meetings, as deemed necessary, subject to the condition that the time and place shall be reasonably accessible to committee members.
- All meetings of the committee shall be closed unless the committee and the Department Chair agree to hold an open meeting for the entire faculty. In this case, all faculty shall be notified in writing or by e-mail by the Department Chair in advance of the meeting.
- The committee will not meet as a whole to review FES materials.

CHARGE AND RESOURCES:
- The committee shall be advisory to the Department Chair.
- Each committee member shall independently review and verify each faculty member's FES materials and independently report her/his scores directly to the Department Chair.
- Committee members shall report their recommendations in writing.
- The committee shall have access to all faculty files under consideration; however, any faculty member may remove herself/himself from consideration by the committee and deny access to his/her file by the committee on a written petition to the Department Chair. The Department Chair will act to remove such faculty member's file and to so notify all committee members.
- Deadline for submission of FES 3 and 4 and any additional information is the last working day in January following the calendar year of evaluation.
- The committee may request additional documentation of performance from any faculty member. However, such faculty reserves the right to not submit such documentation without prejudicing the committee.

REVIEW AND VERIFICATION PROCEDURES:
Each of the FES forms (FES1, 3 and 4) will be reviewed and verified based on the reported 1-5 points scale. Those scores then will be used in Table I of the Academic Policy Statement 820317. This table includes the different weighting scales for a twelve-credit-hours-per-

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semester teaching load and a nine-credit-hours-per-semester teaching load. The FES should include only items that are applicable to the current evaluation year. Items that are 'in review' shall not be included in the FES 3.

FES 1 – Chair's Rating of Teaching Effectiveness
- A five-point system (1/2 points as needed) is used to rate faculty. A point value (1-5) will be assigned. Faculty will be rated based on the requirements listed in the academic policy stated below.
- The rating is based on classroom instruction, such as laboratory instruction, study abroad courses, or ACE courses; development of new courses, laboratories, or teaching methods; publication or development of electronic instructional materials; academic advising; or supervision of undergraduate and graduate students (i.e., supervising students in independent studies or directed studies) according to the Academic Policy Statement 820317.
- A faculty member may submit a FES 1 document directly to the chair for evaluation purposes.
- The final points will be weighted .25 (12-hour teaching load; 4-4) or .20 (9-hour teaching load; 3-3) and recorded to the nearest tenth.
- FES 1 will be evaluated entirely by the Department Chair without any input from the FES committee.

FES 2 – Students' Rating of Teaching Effectiveness
- The rating (the higher of raw or adjusted) for "A. Summary" on the IDEA Diagnostic Form will be used as the FES 2 score.
- Tenure Track Faculty will provide, along with FES 3 and 4, the following items for each course evaluated during the Spring, Summer, and Fall semesters. These items will be printed from the SHSU IDEA website.
  - Cover page for each semester identifying each course evaluated
  - Summative sheet for each course
  - Summary results for each course
- The final rating will be recorded to the nearest tenth and weighted .25 (12-hour teaching load) or .20 (9-hour teaching load).
- All student-evaluated courses for the evaluation period shall be included determining the score for FES 2.

FES 3 – Report on Scholarly and/or Creative Accomplishments
- Each section of FES 3 (Scholarly Endeavors/Innovative Accomplishments and Research/Grants) is listed by level of importance.
- Scholarly Endeavors
  - Peer Reviewed
    - Published Textbooks
    - Full Paper Manuscripts in Journal Publications

- Full Paper Publications in Conference Proceedings
- Abstract/Oral Presentations
- Poster Presentations

If the abstract, poster, oral presentation, and conference proceeding are based on the same topic, only report in the calendar year when the conference is held as one achievement item.

- Grants and Research
  - Externally Funded Grants (PI or Co-PI)
  - Participating Grants Funded to other Entities (Consulting Grants. i.e. senior personnel, external evaluator)
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  - Internally Funded Grants
  - In-Kind Contributions (i.e., donation of equipment and goods)
  - Non-Funded External Grants Proposals
- Innovative Accomplishments
  - Patents (only if the patent is awarded through SHSU in the year of evaluation)
- Research/Grants section (indicated point values are only recommendations)
  - Multi-year grants can be listed on the FES for the duration of the grant but must state the year it is awarded. The awarded amount will be divided equally among the years of the grant and valued accordingly.
  - Single-year grants are listed on the FES of the year the grant is awarded and are valued for that year only.
- Adjustments are made to each faculty's final score based on the total amount of grant monies (label in-kind funding) received and considerations will be given for funded grants and those funded to other entities.

The committee will review/discuss accomplishment(s) reported that is(are) not listed in this document.

FES 4 – Report on Service
- FES 4 will be evaluated on the criteria listed below:
  - Professional Associations
    - Service and membership
  - University Service
  - Student Service
  - Professional Service
  - Awards and Recognition
  - Continuing Professional Education

- The final points will be recorded to the nearest tenth and weighted .25 (12-hour teaching load) or .20 (9-hour teaching load).

EXCEPTIONS AND REVISIONS
- Any faculty member may propose exceptions and/or revisions of this policy at any regular meeting of the Engineering Technology faculty or at any special meeting called by the Department Chair. The Department Chair shall be obligated to consider such proposals in an open discussion if presented in writing.
- Any exceptions and/or revisions to this policy must be in place by January 1 of the year to be evaluated.