



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: PUBLIC HEALTH

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 checked="" type="checkbox"/> COHS | <input type="checkbox"/> COSET | |

Standard:

- Promotion and Tenure
 Post-Tenure Review
 Faculty Evaluation System (FES)

Contact:

Name (first & last): Ray Newman

SHSU Email: rgn006@shsu.edu

Phone: 936 294 3454

Approved By:

Ray Newman PhD

 Department Chair

Emily Roper

 Emily Roper (Dec 2, 2022 11:51 CST)
 College Dean

 Provost & Sr. VP for Academic Affairs



Faculty Annual Review Information
College of Health Sciences
Sam Houston State University
Department of Public Health

Review Period: January 1, 20XX – December 31, 20XX

Name: _____ **Academic Rank:** _____

According to Academic Policy Statement 820317 (Revised, May 4, 2022): The Faculty Evaluation System (FES) of Tenured and Tenure-Track Faculty, a faculty member shall prepare and submit to the department chair/coordinator a written individual professional evaluation. The three categories recognized for purposes of evaluation are teaching effectiveness, scholarly and/or creative accomplishments, and service. The self-evaluation should contain statements identifying an individual's strengths and weaknesses related to the three categories, and it should specify plans for the upcoming academic year aimed at strengthening the faculty member's performance. These statements will be retained in the faculty member's file and become part of the information base for the periodic review.

The FES provides a table of weights (Table I) for both the normative nine-credit-hours-per-semester- and twelve-credit-hours-per-semester-workloads (see Academic Policy Statement 790601, Faculty Instructional Workload) and identifies the respective weights used in creating the final summary FES score prepared by the chair. These categories include FES 1-Chair's Rating of Teaching Effectiveness, FES 2-Students' Rating of Teaching Effectiveness, FES 3-Research and Scholarly Accomplishments, and FES 4-Service Activities. Non-tenured faculty may negotiate the weights of the FES categories with the chair prior to the beginning of the academic year. The negotiated weights are approved at the discretion of the chair and the Dean of the College of Health Sciences.

Directions for Annual Faculty Review:

Provide a record of your annual activities by inserting your information into the format below. Do not alter this form by rearranging or truncating the categories or by deleting any of the instructions. Any FES information that does not follow the template will not be counted.

Include a response to every query. If you did not complete any activities in each category, enter "None" for the item and proceed to the next entry.

I. TEACHING EFFECTIVENESS

Teaching effectiveness is comprised of two main inputs, the chair's/department's rating of teaching effectiveness (FES 1), and the students' rating of teaching effectiveness (FES 2). The weights applied to the FES 1 and FES 2 scores are the same to ensure that both the chair's/department's and students' ratings each contribute 50% of the overall measure of teaching effectiveness. Additionally, the FES 1 score is comprised of inputs from items 2-19 in this section and peer evaluations. Items 2-19 make up 50% of the FES 1 score while the peer evaluations make up 50%.

1. **Instructional Assignments**

A. Face-to-Face courses:

List course number, title, number of students taught, student response rate and score, and the **higher** of the Raw or Adjusted IDEA Summary Evaluation for each on-campus course you taught in the Fall, Spring, and Summer semesters of the review period. (Refer to Attachment 3: COHS-IDEA Response Rate Reviewing System.)

B. Online courses:

List course number, title, number of students taught, student response rate, and the **higher** of the Raw or Adjusted IDEA Summary Evaluation for each online course you taught in the Fall, Spring, and Summer semesters of the review period. (Refer to Attachment 3: COHS-IDEA Response Rate Reviewing System.)

Please submit your complete IDEA reports for the review period with your FES.

2. **Curriculum: New Course Development, Course and Program Revisions** - (List new courses you developed, courses you significantly revised by number, title, content, prerequisites, course description, and degree program development.) The points for each course can range from 1.00 (revisions) – 1.50 (new course). Include a description to justify the points. **None**
3. **Development of innovative instructional methods and materials-** (List new teaching strategies and methods you developed for face-to-face and online courses. This is different from taking an existing method/material and adapting it.) The points for each method/material are 1.00. Include a description about each innovative instructional method/material. **None**
4. **Academic Community Engagement (ACE) Courses** - (List ACE courses which you facilitated and describe the agency and engagement activities involved in the course.) The points can range from 1.00 – 1.50 depending on the work involved. Include a description to justify the points. **None**
5. **Student Mentoring** - (List the number of undergraduates and graduate students you mentored.) The points for each student listed range from 0.50 – 1.00 point based on hours and work involved. Include a description to justify the points. **None**
6. **Thesis Completion** - (List the student's name, thesis title, and whether you acted as a committee member or chair for each thesis that was completed.) The points for each student listed range from 1.00 (on the committee) – 1.25 (acted as chair). **None**
7. **Graduate Research** - (List the student's name for each graduate research activity you coordinated along with the number of hours you worked with the student.) The points for each student are 1.00 (if you count the graduate research in section II. Research and Scholarly Accomplishments) and 1.00 (if counted only in this section I. Teaching Effectiveness). **None**
8. **Graduate Student Publications** - (List the student's name and the complete citation for each publication a graduate student you supervised was an author. If the student is no longer at SHSU, please identify the student as a 'former student.')
9. **Graduate Student Conference Presentations** - (List the student's name and the complete citation for each conference presentation a graduate student you supervised was an author.)

10. **Undergraduate Research** - (List the student's name and title of the project for each undergraduate research project that was completed along with the number of hours you worked with the student.) The points for each student are 1.00 (if you count the graduate research in section II. Research and Scholarly Accomplishments) and 1.00 (if counted only in this section I. Teaching Effectiveness). **None**
11. **Undergraduate Student Publications** - (List the student's name and the complete citation for each publication an undergraduate student you supervised was an author. If the student is no longer at SHSU, please identify the student as a 'former student.')
12. **Undergraduate Student Conference Presentations** - (List the student's name and the complete citation for each conference presentation an undergraduate student you supervised was an author.) The points for each student are 1.00. **None**
13. **Uncompensated Overloads** - (List by course number, title, and enrollment each course that you taught as an uncompensated overload.) The points for each course can range from 1.50 2.00. Include a description to justify the points. **None**
14. **Awards and Recognitions** - (List awards, recognitions, and honors you received that related to teaching effectiveness.) The points for each are 1.00. **None**
15. **Professional Development—Teaching** - (List by activity, title, inclusive dates, and purpose of the professional development such as ACUE, Engaging Classrooms, PACE, certifications, trainings, Blackboard certifications, Quality Matters, etc.) The points for activities range from 0.25 – 2.00. The range is roughly based on hours. For example, an activity that is 0-4 hours is worth 0.25 points. Each day long activity is worth 0.5 points. Hours need to be tracked and reported. **None**
16. **Leading/Facilitating an Inter-Professional Education (IPE) activity-** (List and discuss your responsibility with the IPE activity.) The points for each activity can range from 1.00 – 1.50 depending on the hours and work required to plan and implement. Include a description to justify the points. **None**
17. **Teaching Writing Enhanced courses-** (List the name and number of the Writing Enhanced courses you facilitate, and the number of students enrolled in the course.) The points can range from 1.00 – 1.50 depending on the hours and work involved. Include a description to justify the points. **None**
18. **Other teaching related activities-** (List and briefly discuss these teaching activities.) The points can range from 0.25 – 1.00 for each activity depending on the activity, hours, and work involved.
19. **Teaching techniques utilized in courses during review period-** (Complete Attachment 2.) The points for each teaching technique are 0.25.

NUMERICAL RATING FOR ITEMS 2-19:

Since the items 2-19 are based on points, these points need to be totaled and converted to the numerical rating of 1.00 (lowest) – 5.00 (highest). Below is the conversion chart:

Total points from items 2-19	Rating
25.00	5.00
20-24	4.50
15-19	4.00
10-14	3.50
5-9	3.00
0-4	0

The final determination of numerical ratings is made by the Chair of the Department of Public Health. The ratings are based upon the percental of points assigned and/or negotiated for teaching effectiveness, scholarly accomplishments, and service activities. The Chair’s rating for teaching effectiveness is a component of the FES Summary Report (FES 5) and is discussed with the faculty during the annual review process.

II. RESEARCH AND SCHOLARLY ACCOMPLISHMENTS

A report of scholarly accomplishments (FES 3) shall be completed by each faculty member as a means of indicating a faculty member's scholarly and/or creative accomplishments. Each faculty member must submit the appropriate supporting documentation as required in the respective department’s FES policy to verify the research and scholarly accomplishments.

Scholarly activities shall be interpreted to include, but not be limited to, production of basic and applied research, writing and publications, scholarly grant development, scholarly grant acquisition, presentations to professional and learned societies, and professional development directly related to research and scholarly accomplishments.

Peer-reviewed Accomplishments - List the peer-reviewed publications and scholarly works under the following categories. List each accomplishment under the exact category in which it belongs and in only one category. For example, if an article was submitted, accepted, and published during 2022, list the article only under the PUBLISHED heading. Be sure to provide complete citations, including all authors in the exact order that they appear on the publication and your position in the authorship, dates, venue, title, page numbers, and publication information. Attach reprints/offprints of all published works except books. Attach a copy of the title page and the table of contents of books. For foreign language publications, please present both the original title and a title translated into English.

1. PUBLISHED (In Print) If any publication resulted from prior presentations at professional meetings, list under the publication the conference event, paper title, and date of the presentation.

- | | |
|--|------|
| A. Articles | None |
| B. Books | None |
| C. Book Chapters | None |
| D. Book Reviews | None |
| E. Conference Proceedings | None |
| F. Edited Books | None |
| G. Editorials | None |
| H. Manuscripts | None |
| I. Professional Reports | None |
| J. Research Abstracts | None |
| K. Textbooks | None |
| L. Textbook Revisions | None |
| M. Other (Please be as specific as possible) | |

For each publication complete the following table:

Rating Points	Criteria
5.00	First/Supervising Author + High/Med Impact Factor Journal + Student Co-author
4.00	Co-author + High/Med Impact Factor Journal
3.00	First author in Low/No Impact Journal
2.00	Co-author in No Impact Journal
1.00	Any other publication that does not fall in any of the categories above

2. ACCEPTED/In-Press for Publication

A.	Articles	None
B.	Books	None
C.	Book Chapters	None
D.	Book Reviews	None
E.	Conference Proceedings	None
F.	Edited Books	None
G.	Editorials	None
H.	Manuscripts	None
I.	Professional Reports	None
J.	Research Abstracts	None
K.	Textbooks	None
L.	Textbook Revisions	None
M.	Other (Please be as specific as possible)	

For each publication (ACCEPTED) complete the following table – Evidence of acceptance should be submitted:

Rating Points	Criteria
5.00	First/Supervising Author + High/Med Impact Factor Journal + Student Co-author
4.00	Co-author + High/Med Impact Factor Journal
3.00	First author in Low/No Impact Journal
2.00	Co-author in No Impact Journal
1.00	Any other publication that does not fall in any of the categories above

3. SUBMITTED for Publication

Rating Points	Criteria
2.00	Submitted for peer-review
1.00	Submitted for non-peer-review

4. NON-PEER REVIEWED Publications (In-Print only)

For each publication (ACCEPTED) complete the following table – Evidence of acceptance should be submitted:

Rating Points	Criteria
3.00	First/Supervising Author + Student Co-author
2.00	Co-author
1.00	Any other publication that does not fall in any of the categories above

5. Scholarly Progress - (Describe progress made on each scholarly projects you have been involved in during the review period.) For each work in progress, complete the following table: Justify rating for each.

Rating Points	Criteria
2.00	Draft >90 percent completed – First of supervising author ready for submission in a peer-reviewed journal
1.00	Draft >60 percent completed

6. Conference Presentations - (List the papers, presentations, lectures, keynote addresses, panelist, invited speaker, and other scholarly activities conducted at professional conferences during the review period. Indicate the category of the presentation such as community, state, regional, national, or international; the peer-reviewed competitive selection; and the scope of the audience attending the presentation.

Provide complete citations, including all authors in the exact order they appear on the presentation, and your position in the authorship, dates, venue, and title. Attach a copy of the program cover page, and the page listing your presentation. For each conference presentation, complete the following table:

Rating Points	Criteria
3.00	Keynote or Invited Speaker in an International or National Conference
3.00	First-author/Lead Presenter/Supervising Author in an International or National Conference + Student Co-author
2.00	First-author/Lead Presenter/Supervising Author in a Regional Conference + Student Co-author
2.00	Co-author only in an International or National Conference + Student Co-author
1.00	Any other presentation that does not fall in any of the categories above

7. Conference Attendance - (List the professional conferences and sessions you attended during the review period.)

Rating Points	Criteria
1.00	Any attendance

8. Funding Proposals – (List funding proposals submitted by authorship and title. Indicate the amount of funds requested, and if funded, the amount of funds received. Indicate your role in the grant/award e.g., Principal Investigator, Co-Investigator, Subcontractor, Consultant; the duration of the grant/award; the total amount of the grant/award; the portion of that amount for which you are responsible (if you are the PI, it will be the total amount); and the funding agency.

- a) Internal Grants/Awards (Submitted). Calculate rating points for each grant

Rating Points	Criteria
2.00	Internal grant as a PI (SHSU/COHS)
2.00	Internal grant as a Co-I
1.00	Internal grant as a Consultant

b) Internal Grants/Awards (Funded)

Rating Points	Criteria
3.00	Internal grant as a PI (SHSU)
2.00	Internal grant as a Co-I
1.00	Internal grant as a Consultant

c) External Grants/Awards—Submitted

Rating Points	Criteria
3.00	Federal research grant as a PI
3.00	Federal research grant as a Co-I/Consultant
2.00	State or Foundation Grant as a PI
2.00	State or Foundation grant as a Co-I/Consultant
1.00	Any other grant that does not fall in any of the categories above

d) External Grants/Awards—Funded

Rating Points	Criteria
5.00	Federal research grant as a PI
4.00	Federal research grant as a Co-I
3.00	State or Foundation Grant as a PI/Federal grant as a Consultant
2.00	State or Foundation grant as a Co-I/Consultant
1.00	State or Foundation grant as a Consultant

9. Awards/Recognitions/Honors (List any awards, honors, or recognitions received for publications, presentations, or other scholarly efforts.)

Rating Points	Criteria
5.00	Award/Recognition for publication/research - international
4.00	Award/Recognition for publication/research - national
3.00	Award/Recognition for scholarly work – state or university

10. Professional Development—Research (List by activity, title, inclusive dates, and purpose of the professional development activity.)

Rating Points	Criteria
1.00	All Professional development – state or university

11. Other research and scholarly activities- (List and briefly discuss these related activities.)

Rating Points	Criteria
1.00	All Other research activities

OVERALL NUMERICAL RATNG FOR RESEARCH AND SCHOLARLY ACCOMPLISHMENTS:

The numerical rating for research and scholarly activities is determined by calculating the summary score from the tables above. Add all the rating points from the tables above and convert the summary score into numerical rating:

Summary Score Range	Overall Numerical ratings
10 and above	5.00
8-9	4.50
7	4.00
5-6	3.50
4	3.00
3	2.00
1-2	1.00

The final determination of numerical ratings is made by the Chair of the Department of Public Health. The ratings are based upon the percental of points assigned and/or negotiated for teaching effectiveness, scholarly accomplishments, and service activities. The Chair’s rating for research and scholarly accomplishments is a component of the FES Summary Report (FES 5) and is discussed with the faculty during the annual review process.

III. REPORT ON SERVICE

A report of service activities (FES 4) shall be completed by each member of the faculty as a means of indicating the faculty member’s service during the review period. The category of service includes service to students, colleagues, program, department/school, college, and the University; administrative and committee service; and service beyond SHSU to the profession, locally, regionally, nationally, and internationally, including academic or professionally related public service. Activities for which the faculty member received a stipend or release time are typically not considered service activities.

Indicate your role in the service activity as a participant and/or leader; the impact and rigor of service activity; and the time commitment involved in the activity.

1. Convocations and Commencements Attended (List and include the above information for the college convocations and commencement exercises attended during review period.) **None**
2. Department (List and include the above information for the committees, special assignments, etc. you were involved in during the review period.) **None**
3. College (List and include the above information for the committees, special assignments, etc. you were involved in during the review period.) **None**
4. University (List and include the above information for the committees, special assignments, etc. you were involved in during the review period.) **None**
5. Community (List and include the above information for uncompensated professional service to community or regional projects for leadership, economic, or social service development during the review period.) **None**

6. Specialized service related to Public Health (List and discuss your involvement with public health entities such as agencies, hospitals/hospital districts, emergency management operations, public and private schools, voluntary organizations, faith-based organizations, public and private organizations, civic organizations, etc. Include the above criteria in your response.) **None**
7. Recruitment of Students (List and include the above information for your involvement in recruiting of students that includes, but is not limited to, Saturday at SAM events, new student orientations, new student tours, etc.) **None**
8. Development of marketing materials (List and include the above information for the promotional materials your developed during the review period for degree programs, student advisement/services, department resources, etc.) **None**
9. Involvement in student organizations (List your role and responsibilities with student honor societies, social or professional sororities, etc. Include the above information in your discussion.) **None**
10. Acquisition and development of facilities, equipment, and other resources (List and discuss your role in the acquisition and/or development of equipment, facilities, and resources during the review period. Include the above information in your discussion.) **None**
11. Continuing Education (List and discuss the above information for any uncompensated Continuing Education courses taught during the review period.) **None**
12. Awards and Recognitions - (List awards, recognitions, and honors you received related to service activities.) **None**
13. Professional service (List and included the above information for any elected or appointed offices in professional organizations, committees, special assignments, etc.)
 - a. Officer in state and regional organization **None**
 - b. Board member in state and regional organization **None**
 - c. Officer in national and international organizations **None**
 - d. Board member in national and international organizations **None**
14. Editorships (List and include the above information for positions as editor or associate editor that you held during the review period.)
 - a. Editor of journal **None**
 - b. Associate/assistant editor or editorial review board for journals **None**
15. Other SHSU, Community, or Professional service not presented above - (List and include the above information for any service activity not listed above.) **None**

NUMERICAL RATNG FOR SERVICE:

Item	Criteria	Time Commitment	Frequency	Points	Score
1	Convocations and Commencements			1.00	0
2	Department Committees			2.00	0
3	Department Committee Chair			3.00	0
4	College Committees			2.00	0
5	College Committee Chair			3.00	0
6	University Committees			2.00	0
7	University Committee Chair			3.00	0
8	Community Service			1.00	0
9	Specialized Public Health Service			1.00	0
10	Recruitment of Students			1.00	0
11	Marketing Efforts			1.00	0
12	Student Organizations			2.00	0
13	Facilities Development			1.00	0
14	Continuing Education			1.00	0
15	Awards and Recognitions			1.00	0
16	Officer in State Organization			2.00	0
17	Board Member in State Organization			4.00	0
18	Officer in National / International Organization			2.00	0
19	Board Member in National / International Organization			4.00	0
20	Journal Editor			4.00	0
21	Editorial Review Board			2.00	0
22	Other Service (not listed above) (e.g., article reviewer)			1.00	0
Total Score					0

Total Points	Rating
25.00+	5.00
20.00-24.00	4.50
15.00-19.00	4.00
10.00-14.00	3.50
5.00-9.00	3.00
0.00-4.00	0.00

The final determination of numerical ratings is made by the Chair of the Department of Public Health. The ratings are based upon the percental of points assigned and/or negotiated for teaching effectiveness, scholarly accomplishments, and service activities. The Chair's rating for service is a component of the FES Summary Report (FES 5) and is discussed with the faculty during the annual review process.

IV. FACULTY ADMINISTRATIVE ASSIGNMENTS

Faculty serving in an administrative assignment that alters their instructional workload (see APS 790601, Faculty Instructional Workload), will receive a FES X form completed by the faculty member's chair shall with input from the administrative assignment supervisor.

Expectations for the administrative assignment shall be established between the faculty member, and the supervisor prior to the start of the appointment. This information will be used for the basis of the FES X assessment.

For the FES Summary Report portion of the evaluation, the weights for FES 1, 2, 3, and 4 shall not be adjusted, and the faculty member shall receive an FES 5-based merit recommendation as if said faculty member does not have a separate administrative assignment.

APPROVED: Ray Newman PhD
Ray G. Newman, Ph.D., Chair: Dept. of Public Health

DATED: 22 November 2022

Attachment 1

TABLE I: WEIGHTS FOR FACULTY EVALUATION

NORMATIVE TWELVE-CREDIT-HOURS-PER-SEMESTER WORKLOAD

FES 1 Chair's Rating	FES 2 Students' Rating	FES 3 Scholarly Accomplishments	FES 4 Service
.25	.25	.25	.25

NORMATIVE NINE-CREDIT-HOURS-PER-SEMESTER WORKLOAD

FES 1 Chair's Rating	FES 2 Students' Rating	FES 3 Scholarly Accomplishments	FES 4 Service
.20	.20	.40	.20

Source: Academic Policy Statement 820317: The Faculty Evaluation System of Tenured and Tenure-Track Faculty; Page 12 of 12; Revised May 4, 2022

Attachment 2

TEACHING TECHNIQUES UTILIZED Department of Public Health



TECHNIQUES
UTILIZED Department

Techniques Utilized Department of Public Health

Attachment 3

College of Health Sciences IDEA Response Rate Reviewing System



IDEA Response Rate
Reviewing.pdf

IDEA Response Rate Reviewing