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 Security Studies

College/Unit:

☐ CAM   ☑ COCJ   ☐ CHSS   ☐ COM   ☐ NGL
☐ COBA   ☐ COE   ☐ COHS   ☐ COSET

Standard:

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

Contact:

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Approved By:

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Department Chair

Phillip M. Lyons
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College Dean

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Provost & Sr. VP for Academic Affairs

FACULTY EVALUATION SYSTEM
Department of Security Studies - Revised Fall 2022
GENERAL POLICY STATEMENT

The University's Faculty Evaluation System recognizes three dimensions of professional activity for evaluation purposes: teaching effectiveness, scholarly and/or creative accomplishments, and service. In the College of Criminal Justice, faculty evaluations are conducted on an annual basis by the Department Chair. Each faculty member is required by University Policy to provide the Department Chair information describing his or her activities in each of the three dimensions. The Department Chair is responsible for reviewing these documents and calculating a numerical score ranging from "1" to "5" on each dimension based on university policy and the guidelines contained herein. The Department Chair may award a fractional score (.25, .50, etc.) up to an additional 1.0 on any FES category based on information provided by a faculty member. This document merely represents a set of guidelines for faculty evaluations. Exemplary performance or circumstances not specifically covered by the guidelines will be evaluated by the Department Chair and scored in a manner that is consistent with the intent of these general guidelines.

Additionally, each faculty member may provide the Department Chair with a "self-evaluation score" showing his or her numerical assessment of the activity level on each dimension included in the evaluation process. In instances where a distinction is made between activities based on "subjective" standards, it is incumbent on the faculty member to provide clear and compelling evidence in support of the score they give themselves in their self-assessment. The Department Chair has the responsibility to review the materials provided by each faculty, including the "self-evaluation scores," and to determine the score that best reflects that faculty's performance within each dimension being evaluated. In accordance with University Policy, the Department Chair shall have a conference with each member of the faculty to discuss the results of the annual review of performance in each dimension.

Probationary Faculty Portfolio:
In accordance with college and/or department/school policy, each probationary faculty member will present a portfolio and update it on an annual basis. The portfolio should provide information relating to scholarship, teaching effectiveness, and service. Examples of materials to be included *for the current calendar* year are: current vita, copies of all publications, letters of acceptance for forthcoming articles, copies of grant proposals, grant award letters, conference papers, examples of teaching materials (syllabi, exams, activities, etc.), copies of all IDEA evaluations.

Faculty Review Committee:
Although typically accomplished by the Department Chair, the Department Chair may convene a faculty committee of one or more individuals to assist in evaluating faculty materials. However, the input of the committee is advisory in nature and the final scoring determination remains with the Department Chair.

FES Composition:
As per <u>University policy</u>, the Faculty Evaluation System is composed of the following categories:

Teaching Effectiveness (FES 1 and FES 2)

Per Academic Policy Statement # 820317, teaching effectiveness is comprised of two inputs: the Chair's Rating of Teaching Effectiveness (FES 1) and the Students' Rating of Teaching Effectiveness (FES 2). The Student's Rating of Teaching Effectiveness will be an average of the Summary Evaluation for each IDEA class score as defined by university policy. The chair may increase the numerical value of the student's ratings used in the calculation of this FES section based on unique circumstances to prevent adverse biasing consequences in cases where outliers, small/unrepresentative samples, new course materials not designed by the instructor, experimental teaching methods or other such events would unfairly impact the faculty member's ratings. The burden of requesting such an increase and the provision of documentation to support such action rests solely with the faculty member.

Scholarly and Creative Accomplishments (FES 3)

Scholarly activities shall be interpreted to include, but are not 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 scholarly and/or creative accomplishments.

Service (FES 4)

Service includes service to students, colleagues, program, department/school, college, and the University; administrative and committee service; and unpaid service beyond the University to the profession, locally, regionally, nationally, and internationally, including academic or professionally-related public service.

Attached are the general FES criteria/guidelines for the Department of Security Studies as approved by the faculty October 3, 2022.

FES 1: Chair's Rating of Teaching Effectiveness

A maximum score for this category (Chair's Rating) is 5.0. In all cases it is the faculty members' responsibility to provide evidence that would justify each rating. Evidence supporting each rating includes: examples of syllabi, assignments, exams, etc.; student evaluations; peer evaluations of teaching conducted by one or more tenured faculty; additional assessment materials as prepared by faculty member (e.g., pre/post test scores of student learning, mid-term evaluations, etc.).

Score	Criteria
1.0	• Irregular attendance, lack of preparation • No syllabus
2.0	• Preparation: course syllabi that include objectives, course requirement, grading system, absentee policy, and • Presentation: clear, organized; use of appropriate instructional strategies and technologies; well-planned and well-defined assignments; development of instructional materials appropriate to course, and • Student Achievement: grading system is fair and clearly defined in syllabus; assignments are purposeful and appropriate; evaluation tools are appropriate; students received feedback in reasonable time period; faculty member is sensitive to special needs of individual students, and • Professionalism: punctual and regular in meeting classes; reasonably available for student conferences and counseling; maintains high ethical standards of honesty and objectivity; maintains professional demeanor and conduct in classroom and during office hours; collaborating with colleagues with regard to curriculum and departmental issues, or • Attending at least 2 commencement ceremonies • Attending more than half of Department and College faculty meetings
2.5	• Attendance at Departmental and College events and activities, not including faculty meetings. This includes, for instance, Beto chair presentations, Honor's convocation, more than 5 faculty recruitment activities, Saturdays at Sam, etc.
3.0	In addition to evidence satisfying criteria for 2.0 rating: • Participation on a completed thesis/capstone committee, or • In middle range of Department IDEA teaching evaluations, or • Completion of a teaching development workshop or conference, or • Leading students in independent study courses, directed readings courses, a capstone, or honors contracts in addition to regular course load
3.5	In addition to evidence satisfying criteria for 2.5 rating: • Completion of 2 teaching development workshops or conferences, or • Above middle range on IDEA teaching evaluations among full-time faculty in the Department, or • Deliver 2 or more new courses or 2 or more courses the faculty member has not taught within the previous 3 calendar years[1], or • Chair a completed thesis, or • Oversee 2 masters capstones to completion

4.0	In addition to evidence satisfying criteria for 2.5 rating: • Completion of a teaching certificate program, including Blackboard certifications and ACUE Fellowship available through SHSU, or • Significant Academic Community Engagement (ACE) in course or support of ACE program, or • Significant support of student research including encouraging conference participation, or • Significant engagement of students on faculty grant research, or • Evidence of substantial mentoring students outside of the classroom[2], or • Chairing 2 thesis committees, or • Oversee 4 capstones to completion
4.5	In addition to evidence satisfying criteria for 2.5 rating: • Evidence of exceptional mentoring students outside of the classroom[3], or • Chairing 3 or more thesis committees to completion, or • Oversee 5 capstones to completion, and/or • Write 10 or more letters of recommendation/serve as reference/extensive participation in interviews for background checks for student/alumni security clearances, etc.; or • Above average IDEA evaluations among full time Security Studies Faculty in all courses.
5.0	In addition to evidence satisfying criteria for 2.5 rating: • Recipient of recognized University, State, National, or International teaching award, or • Recipient of a College-wide teaching award or teaching award from a sub-committee or division of a professional academic organization, or • Achieve 2 or more of the 5 bullet points within the 4.0 and 4.5 categories above • Oversee 6 or more capstones

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[1] This does not include courses that have already been developed for on-line delivery, though exceptions can be made for first time online delivery by the chair. This does not include courses taught during the summer.

[2] Activities include the following: mentoring a student who presents research at a conference, supervising a summer fellowship, supervising a McNair scholar, publishing one research article with a student or students in which the student is the first or second author, mentoring a student who is nominated for or receives an award, serving as the faculty advisor to a SHSU student organization, and mentoring a student(s) who applies for a grant. Minimal, expected faculty activities, such as meeting with students outside of class, giving advice about professional and academic matters, and writing letters of recommendation, are not to be included in this category. If a faculty member engages in mentoring activities not included on those listed above, it is the faculty member's responsibility to present a detailed description of the activity and explain why it constitutes mentoring that extends beyond minimal expectations.

[3] Exceptional mentoring is to include activities or achievements with more than 1 student in more than 1 activity (i.e., 2 or 3 students and 2 or 3 mentoring activities).

FES 3: Scholarly and Creative Activities

Score	Criteria
1.0	• No apparent activity
2.0	• Demonstration of research/scholarly work submitted for review in refereed journals but not published, or • Publication of 1 chapter in a peer reviewed book, or • Submission of research grants/contracts for external funding, or • Presentation at a regional conference (+.5 if conference is peer reviewed). • Publication of a Research Note in a peer reviewed outlet.
2.5	• Presentation at a national conference (+ .5 if conference is peer reviewed).
3.0	• Publication of 2 or more original works as chapters in a peer reviewed book(s), or • Publication of 1 article in a refereed journal, or • Published revision of a textbook, or • Receipt of externally-funded research grant(s) as the PI or Co-PI.
3.5	• Publication of an academically-related, refereed, edited book of reprints. • Publication of 3 or more original works as chapters in peer reviewed book(s) • Publication of 1 peer reviewed journal article and 1 book chapter in peer reviewed book(s)
4.0	• Publication of two or more peer-reviewed articles in academic journals or one high impact publication, or • Original publication of a textbook, or • Receipt of externally-funded research grant(s) as the PI or Co-PI from a federal (or other prestigious) granting agency such as DHS, DHS Centers of Excellence, NIJ, NSF, NIMH, state agency, or private entity; or • Significant work implementing previously received externally-funded research grant(s) as the PI or Co-PI from a federal (or other prestigious) granting agency such as DHS, DHS Centers of Excellence, NIJ, NSF, NIMH, state agency, or private entity, etc.
4.5	• Publication of academically-related, refereed, edited book of original work or • Publication of two or more peer-reviewed articles in academic journals or one high impact publication and a book chapter in a peer reviewed book.
5.0	• Publication of two or more peer-reviewed articles in academic journals with one or more of the publications appearing in high impact publication, or • Any 4.0 or 4.5 criteria and one high impact publication, or • Publication of book that is an original work of scholarship (not including dissertations published as books in dissertation collections), or • Other exemplary scholarly achievements (e.g.; honor or recognition from a university or national scholarly association for research/scholarly contributions).

High impact publications include publications in *International Journal of Disaster Risk Reduction, International Journal of Mass Emergencies and Disasters, Risk Analysis, Terrorism and Political Violence, Studies in Conflict & Terrorism, Perspectives on Terrorism, Homeland Security Affairs, Journal of Homeland Security and Emergency Management, Trends in Organized Crime, International Journal of Critical Infrastructure Protection, Texas National Security Review.*

Publications not appearing in the journals identified by above may also be designated high impact when they are published in a journal with an impact factor at or above 2.0, or via Google Scholar H index/Median scores. *When not appearing in the journals listed above, it will be the responsibility of the faculty member to demonstrate the quality of the publication to be designated high impact.* A journal's quality can be established through impact factor scores or Google scholar H-Index scores in relation to the averages from the list above. Thomson ISI lists impact factors for several thousand scientific journals and these are available on-line via the database Journal Citation Reports. Documentation of the quality of the publication will be provided by faculty to the Department Chair when FES materials are submitted.

FES 4: Service[4]

Score	Criteria
1.0	No apparent activity
2.0	Level I activity in one of the four service areas
3.0	Level I activity in two of the four service areas
3.5	In addition to criteria for 3.0: Level II activity in one service area OR Level I activity in three service areas
4.0	In addition to criteria for 3.0: Level II activity in two of the four service areas OR Level III activity in one of the four service areas
4.5	In addition to criteria for 3.0: Level II activity in two of the four service areas with one Level I activity in a third service area OR Level II activity in one of the four service areas and Level III activity in another service area
5.0	In addition to criteria for 4.0: At least two Level III activities OR At least a Level I activity in two of the four service areas, with Level III activity in a third service area OR At least one Level I activity in three service areas, with Level II or higher activity in the fourth service area OR Receipt of a service award or other recognition for outstanding professional/agency-based service

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4 Non-remunerated service activities are weighted more heavily.

Department of Security Studies and College of Criminal Justice
- Level I
  - Participating and contributing member of a Department of Security Studies or College of CJ committee or support to Institute for Homeland Security (IHS) *(**if committee involves substantial and demonstrated time commitment or is of substantial import, increase rating to Level II)*
- Level II
  - Chair of one Department of Security Studies or College of CJ committee, or support for IHS
  - Participating and contributing member of two college committees, or IHS projects *(**if committee involves substantial and demonstrated time commitment or is of substantial import, increase rating to Level III)*
  - Recruitment presentations on and/or off campus;
- Level III
  - Member of multiple (3 or more) Department of Security Studies or College of CJ committees OR chair of one Department of Security Studies or College of CJ committee that involves a substantial and demonstrated time commitment OR substantial support to the Institute for Homeland Security.
  - Sustained involvement with visitors to the Department of Security Studies or College of CJ

Profession
- Level I
  - Reviewer of four manuscripts for professional academic journal(s) or publisher(s)
  - Chair/discussant for panels at national/international professional conferences
- Level II
  - Reviewer of more than four manuscripts for professional academic journal(s) or publisher(s);
  - Member of editorial board of professional agency-based/practitioner journal;
  - Member, editorial board of a scholarly professional journal.
- Appointed to a major national organization sub-committee;
  - Reviewer of external technical assistance/agency-based grant/contract application for state, national or international granting agencies/organizations;
  - Reviewer of external research/contract grant application for state, national or international granting agencies/organizations;
- Level III
  - Editor or book review editor of Homeland Security/criminal justice/social science/education-related non-peer-reviewed professional *national* journal;
  - Member of external review board for Homeland Security/criminal justice/social science-related agency;
  - Member of *national, regional (multi-state), or state-level* Homeland Security/criminal justice/social science/education-related task force or commission;
  - Elected officer (other than President, Vice President, Secretary, or Treasurer) of a *regional or multi-state* criminal justice/social science/education related professional association or appointed to a major national organization sub-committee.
  - Program Chair of *regional (multi-state) or state-level* scholarly professional association meeting;
  - Elected President, Vice-President, Secretary, or Treasurer (or similar positions) of a *regional* professional agency-based association;
  - Elected position in a Division, Section, or Sub-Committee of a national or international professional organization;

- o External reviewer of candidates for tenure/promotion;
- o Elected President, Vice President, Secretary, or Treasurer (or similar positions) of a major *national or international* criminal justice/social science/education-related agency level professional association; Chair of a major Homeland Security/criminal justice/social science/education-related task force or commission at the international, national, regional, or state level;
- o Program Chair of a *national* Homeland Security/criminal justice/social science/education association's annual meeting;
- o Editor/Book Review Editor of Homeland Security /criminal justice/social science/education related peer-reviewed journal
- o External reviewer of security or criminal justice educational program;
- o Elected officer of a national or international Homeland or international Security/criminal justice/social science/education related professional association or Chair of national or international association sub-committee;
- o Elected President, Vice President, Secretary, or Treasurer of a *regional or multi-state* Homeland Security /criminal justice/social science/education-related scholarly professional association.

University
- Level I
  - o Participating and contributing member of university level committee
- Level II
  - o Chair of university level committee;
  - o Participating and contributing member of two or more university level committees OR one committee that involves a substantial and demonstrated time commitment;
  - o Elected to university or college committee / task force by peer vote
- Level III
  - o Member of multiple (3 or more) university committees OR chair of one committee that involves a substantial and demonstrated time commitment;
  - o Elected to Faculty Senate

Community
- Level I
  - o Regular attendance at agency level professional meetings, but not presenting;
  - o Isolated incidents of technical assistance and/or professional workshops provided to Homeland/international security/criminal justice/social science/education agencies
  - o Op-Eds/commentary pieces
- Level II
  - o Member of local (city/county level) homeland/international security/criminal justice/social science/education related task force;
  - o Member of board of directors for local Homeland/international Security/criminal justice/social science/education related agencies;
  - o Committee member of practitioner / agency-based professional association
- Level III
  - o Editor of agency-based / practitioner Homeland Security/criminal justice/social science/education-related newsletter;
  - o Sustained instances of technical assistance and professional workshops provided to Homeland Security / criminal justice/social science/education-related agencies which benefit the discipline of Homeland Security and enhance the reputation of the Criminal Justice Center, including efforts related to LEMIT, CMIT, Institute for Homeland Security, and

CVI.

Although service is not to be measured in terms of counting specific hour increments, the following guidelines are provided as examples. In general, a score of 2 corresponds to less than one hour of service per month; a score of 3 corresponds to approximately one hour of service per week; a score of 4 corresponds to approximately four hours of service per week; a score of 5 corresponds to approximately six hours of service per week. Faculty at the beginning of their careers (generally in the first three years as assistant professor) may receive a score of 3 for less than one hour of service per month. In general, non-remunerated service activities will be weighted more heavily, though this does not necessarily apply to support for the Institute for Homeland Security and activities related to the development of new programs, research, and degrees critical to the growth of the Security Studies department which may be renumerated.