



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: Theatre and Musical Theatre

College/Unit:

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

Standard:

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

Contact:

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Approved By:

Prior, Thomas Digitally signed by Prior, Thomas
 Date: 2022.12.12 14:35:49
 -06'00'

Department Chair

Ronald E. Shields Digitally signed by Ronald E.
 Shields
 Date: 2022.12.13 14:27:38 -06'00'

College Dean

Provost & Sr. VP for Academic Affairs

FACULTY EVALUATION SYSTEM

Department of Theatre and Musical Theatre

College of Arts and Media

Revised December 12, 2022

It is important to note that all questions of FES standards are covered in the department tenure and promotion standards document. The Department's policy aligns with the university's policy.

From *University Policy Academic Policy Statement 820317*:

The Faculty Evaluation System (FES) is established to provide an equitable, orderly and comprehensive approach to the evaluation of faculty performance at Sam Houston State University (SHSU). The FES is used for purposes of (1) tenure and promotion in academic rank, (2) rewarding meritorious performance through salary adjustments, (3) contract review for probationary faculty members, (4) review of tenured faculty, and (5) decisions concerning future contracts for tenured and tenure-track faculty.

The three (3) categories recognized for purposes of evaluation are: teaching effectiveness, scholarly and/or creative accomplishments, and service. Each category is assigned a weight as specified in Table I, "Weights for Faculty Evaluation," attached to this policy statement. Teaching effectiveness is comprised of two (2) 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. SHSU values continuous improvement efforts and encourages the incorporation of professional development standards within FES 1, FES 3, and FES 4.

Teaching (FES 1 and FES 2)

Academic Policy Statement 900417 states that "this category includes, among other things, classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; publication of and/or development of electronic instructional materials; academic advising; and supervision of undergraduate and graduate students." *Academic Policy Statement 820317* states that "a rating of teaching effectiveness shall be accomplished by combining the chair's/department's evaluation of faculty teaching effectiveness and the students' evaluation of classroom teaching effectiveness. The chair's/department's evaluation shall consider the general guidelines in Section 2. The students' evaluation shall follow the guidelines in Section 3." The IDEA Evaluation mechanism will be utilized for the following ratings:

Excellent	4.1–5.0
Very Good	3.4–4.0
Good	3.0–3.3
Minimally Acceptable	2.5–2.9
Unsatisfactory	1.0–2.4

FACULTY EVALUATION SYSTEM

Department of Theatre and Musical Theatre

College of Arts and Media

Revised December 12, 2022

Creative Accomplishments / Research (FES 3)

Academic Policy Statement 900417 states that “For most disciplines, this category consists of research and publication. For some disciplines, however, it may include other forms of creative works and activities, such as instructional technology, patents or commercialization of research (where applicable), poetry, painting, musical performance or composition, and sculpture.” [5.1.a.(2)]

Other areas not included but equally as important in theatre disciplines are directing, designing, acting, and dramaturgy. The Department also encourages research that yields traditional scholarship, be it a work in print (book, chapter, monograph, review, report, abstract, musical composition, arrangement, translation, transcription, etc.) or a work not in print (conference paper or presentation, public performance, recording, instructional video, invited talk, consultancy, workshop, master class, etc.). Grants, contracts, fellowships, awards, honors, and works in progress also are valued and should be included for consideration and evaluation for annual review.

Service (FES 4)

Service is an intrinsic and important part of the faculty’s work in the department. The Department aligns itself with the *five categories of service* in accordance with *Academic Policy Statement 900417.5.01.(a3)*: University (Category 1), College (Category 2), Department (Category 3), Profession (Category 4), and Public (Category 5). The Chair will explain each category to probationary faculty the first year of employment, and categories are referenced in the faculty handbook.

Each faculty member must be involved in department service (Category 3). This includes, but is not limited to supplemental work on productions, advising, service on departmental committees, leadership roles (e.g., Associate Chair, Coordinator of Emphasis / Program), organizing recruitment events, mentoring students, mentoring junior faculty, etc. The expectation is that probationary faculty, in their first five years, emphasize Category 3 and 4, and that Assistant Professor to Associate Professor emphasize Category 1, 2 and 3. Associate Professor to Professor should emphasize all categories with particular emphasis on Category 1 and 2.

FACULTY EVALUATION SYSTEM

Department of Theatre and Musical Theatre

College of Arts and Media

Revised December 12, 2022

Faculty Evaluation			
Department of Theatre & Musical Theatre			
Faculty Name:			
	Exceeds Expectations	Meets Expectations	Fails to Meet Expectations
TEACHING			
CREATIVE ACCOMPLISHMENTS / RESEARCH			
SERVICE			
Faculty Signature			
Chair Signature			

Attachment 1

FES SUMMARY REPORT

Teaching effectiveness ratings are weighted averages and should be recorded to the nearest tenth. Ratings by the students and chair should be weighted equally (each comprises 50% of the teaching activity score). The remaining activity areas are each to be evaluated as a whole. For example, scholarly and/or creative accomplishments (FES 3) should be evaluated and assigned an overall rating from 1 to 5. The weights for each of the categories vary depending upon each faculty member's normative teaching load as described in Table I.

Faculty Member's Workload Assignment (check one):

- Normative nine credit hours per semester
 Normative twelve credit hours per semester

FES Category	Rating	x	Weight	=	Score
1. Chair's Rating of Teaching Effectiveness	_____	x	_____	=	_____
2. Students' Rating of Teaching Effectiveness	_____	x	_____	=	_____
3. Scholarly and/or Creative Accomplishments	_____	x	_____	=	_____
4. Service	_____	x	_____	=	_____
Sum of Scores – FES 5					_____

* Weights for each category area are determined by referencing Table I of this policy.

The signatures below indicate only that the department/school chair and faculty member met to discuss the faculty member's annual evaluation pertaining to APS 820317 and does not necessarily indicate the faculty member's concurrence with the same.

Chair's Signature: _____

Faculty Member's Signature: _____

Date: _____

Attachment 2

FES 1 WORKSHEET

Chair's Rating of Faculty Teaching Effectiveness Worksheet

Faculty Member's Name: _____
Identification Number: _____ Date: _____

Using the guidelines in Section 2 of APS 820317 and/or the appropriate college/department/school criteria, please document evidence/rationale for the chair's rating of teaching effectiveness score listed below. The broad categories listed in Section 2.02 are reproduced for your convenience.

Professionalism

Content and Pedagogy

Other

Chair's Rating of Teaching Effectiveness: _____

Report of Class Observation
Department of Theatre and Musical Theatre
Sam Houston State University

Instructor:	
Course number and Course Title:	
Class period (i.e. MWF 10-10:50 a.m.):	
Date Observed:	
Classroom Setting (i.e. number of students, layout, late arrivals, etc.):	
Activity or Topic of Discussion:	
Does activity of topic clearly demonstrate material significant to the course?:	
<u>Presentation of Subject Matter</u> (effective introduction, clearly stated objectives, organization, evidence of planning, and knowledge of subject matter, etc.):	
<u>Class Format</u> (lecture, discussion, group work, activities, etc.):	
<u>Methods of Engagement</u> (questioning technique, etc.) How did instructor respond to students? How was dissent handled?	
<u>Student Participation</u> (notetaking, questions, discussions, etc.):	
<u>Effective Use of Instructional Aids:</u> (i.e. A/V, writing on board, handouts, PowerPoint, etc.):	
<u>Instructor Characteristics</u> (clarity of expression, attention to detail, enthusiasm, demeanor, etc.):	
<u>Summary Statement:</u>	

<u>Strengths or Successes:</u>	<u>Opportunities for Improvement:</u>
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Name of Observer:
Insert Name and Contact Info

Signature of Observer:
