



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 Victim Studies

College/Unit:

- | | | | | |
|-------------------------------|--|-------------------------------|--------------------------------|------------------------------|
| <input type="checkbox"/> CAM | <input checked="" 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:



 Department Chair



 College Dean

 Provost & Sr. VP for Academic Affairs

FACULTY EVALUATION SYSTEM

Department of Victim Studies

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 University policy, 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, 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.

FES 1: Chairs 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	<ul style="list-style-type: none"> ● Irregular attendance ● Lack of preparation ● Incomplete syllabus
2.0	<ul style="list-style-type: none"> ● 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, and ● In middle range of Department IDEA teaching evaluations
2.5	<p>In addition to evidence satisfying criteria for 2.0 rating:</p> <ul style="list-style-type: none"> ● Above middle range on IDEA teaching evaluations among full-time faculty in the Department
3.0	<p>In addition to evidence satisfying criteria for 2.5 rating:</p> <ul style="list-style-type: none"> ● Completion of a teaching development workshop or conference, or ● Leading students in independent study courses, study abroad, directed readings courses, or honors contracts, honors courses, McNair student project in addition to regular course load ● Serving on thesis, dissertation, doctoral portfolio ● Involving students in research and/or community engaged projects
3.5	<p>In addition to evidence satisfying criteria for 3.0 rating:</p> <ul style="list-style-type: none"> ● Completion of teaching development workshops or conferences, or ● New course preparation (s) ● Changing course modalities/delivery
4.0	<p>In addition to evidence satisfying criteria for 3.5 rating:</p> <ul style="list-style-type: none"> ● Completion of a teaching certificate program, including Blackboard certifications and ACUE Fellowship, ACE Workshop, any others available through SHSU, and/or any pedagogical workshops outside of SHSU ● ACE your course and/or teach ACE courses ● Evidence of substantial mentoring students outside of the classroom

4.5	In addition to evidence satisfying criteria for 4.0 rating: <ul style="list-style-type: none">● Evidence of exceptional mentoring students outside of the classroom, or● Chairing dissertation/thesis/portfolio committees to completion● Facilitating a teaching workshop, seminar● Writing a teaching note or section of an academic newsletter or spotlight in journal
5.0	In addition to evidence satisfying criteria for 4.5 rating: <ul style="list-style-type: none">● 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

FES 3: Scholarly and Creative Activities

Score	Criteria
1.0	<ul style="list-style-type: none"> ● No activity
2.0	<ul style="list-style-type: none"> ● Demonstration of a single research/scholarly work submitted for review in refereed journals but not published, or ● Submission of research grants/contracts for internal or external funding, or ● Presentation at a regional conference
2.5	<ul style="list-style-type: none"> ● Presentation at a national conference
3.0	<ul style="list-style-type: none"> ● Published revision of a textbook, or ● Receipt of internally or externally-funded research grant(s) as the PI or Co-PI.
3.5	<ul style="list-style-type: none"> ● Guest Editor of a special edition for a peer-reviewed journal, or ● Publication of peer-reviewed book chapter
4.0	<ul style="list-style-type: none"> ● Demonstration of two or more research/scholarly works submitted for review in refereed journals but not published or ● Conducting an agency program evaluation or ● Publishing research with students
4.5	<ul style="list-style-type: none"> ● Publication of one peer-reviewed article or ● Receipt of externally-funded research grant(s) as the PI or Co-PI from a federal (or other prestigious) granting agency
5.0	<ul style="list-style-type: none"> ● Publication of two or more peer-reviewed articles in academic journals or ● Original publication of a textbook, edited volume or scholarly book, or ● Other exemplary scholarly achievements (e.g.; honor or recognition from a university or national scholarly association for research/scholarly contributions).

FES 4: Service

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

Department of Victim Studies and College of Criminal Justice

- Level I
 - Participating and contributing member of a Department of Victim Studies or College of CJ committee (***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 Victim Studies or College of CJ committee
 - Participating and contributing member of two college committees (***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 Victim Studies or College of CJ committees OR chair of one Department of Victim Studies or College of CJ committee that involves a substantial and demonstrated time commitment
 - Sustained involvement with visitors to the Department of Victim 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.
 - Editor of criminal justice/social science/education related non-peer-reviewed *professional* national 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
 - Member of external review board for criminal justice/social science-related agency;
 - Member of national, regional (multi-state), or state level 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;
 - External reviewer of candidates for tenure/promotion;

- 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 criminal justice/social science/education-related task force or commission at the international, national, regional, or state level;
- Program Chair of a *national* criminal justice/social science/education association's annual meeting;
- Editor of criminal justice/ social science/education related peer-reviewed journal
- External reviewer of criminal justice educational program;
- Elected officer of a national or international criminal justice/social science/education related professional association or Chair of national or international association sub-committee;
- Elected President, Vice President, Secretary, or Treasurer of a *regional or multi-state* criminal/social science/education-related scholarly professional association;

University

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

Community

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