



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: Counselor Education

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

Standard:

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

Contact:

Name (first & last): Jessica Sides

SHSU Email: JJS083@shsu.edu

Phone: 936-294-3845

Approved By:

Seth Olson

Department Chair

Stacey Victor

[Stacey Victor \(Dec 6, 2022 13:46 CST\)](#)

College Dean

Provost & Sr. VP for Academic Affairs

Performance Evaluation of Tenured Faculty (Post-Tenure Review) Guidelines Counselor Education Department

The **Performance Evaluation of Tenured Faculty** Guidelines for the Counselor Education Department are based on Academic Policies [900417](#) and [980204](#) and are consistent with the categories and standards of performance concerning performance evaluation of tenured faculty.

Categories of Performance:

1. Teaching

At the time of the performance review, it is expected the tenured professor will have a record of sustained effective teaching and mentoring of students. Activities/materials, which show evidence of teaching, include, but are not limited to:

- a) Scores at least equal to the average of the university in the area of teaching.
- b) Use of current research and practices in courses as appropriate.
- c) Participation in curriculum development and course revisions as required by the university and our accreditation body (Council for Accreditation of Counseling & Related Educational Programs- CACREP).
- d) Improve teaching by making changes to courses based on results of annual assessments and grading rubrics of CACREP standards.
- e) Using technology to enhance instruction and learning experiences for students.
- f) Participate in annual review of each student as required by CACREP.
- g) Participate in academic advisement and mentoring of students.
- h) Chairing of doctoral dissertation committees.
- i) Supervision of students in department clinics.
- j) Professional development with respect to teaching.

2. Scholarship

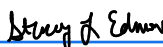
At the time of the performance review, it is expected the tenured professor will have a sustained pattern of leadership in peer-reviewed research and demonstrates evidence of quality and significance of scholarly contributions. Activities/materials, which demonstrate evidence of scholarship, include, but are not limited to:

- a) Publication in peer-reviewed journals in counseling and counseling related journals (at least one data-based, peer-reviewed journal article as author or co-author, and three other peer-reviewed journal articles as author or co-author).
- b) Four units of:
 - a) Presentations at counseling and related state, regional/and or national/international conferences where peer-review is used to determine acceptance; or
 - b) Participate to submission on grant writing teams for research relevant to counseling and clinical supervision (\$50,000 minimum requested per submission).

3. Service

At the time of the performance review, it is expected the tenured professor will have sustained, documented leadership in service to the university, college, department, profession, and community. Activities/materials which demonstrate evidence of service, include, but are not limited to:

- a) Active attendance and involvement in program, department, and/or university committee assignments.
- b) Significant special service at the departmental level (e.g., program coordinator, clinic director).
- c) Technology developed or maintained for program, department, college, or university use. This may refer to the use of social media or a web presence.
- d) Other accomplishments in support of the program, department, school, higher education institutions, or other organizations.
- e) Membership, committee, and/or leadership positions in local, state, and/or national professional organizations.
- f) Editorial review boards of professionally recognized journals.
- g) Proposal review for professional conferences and/or organizations.
- h) Proposal review for grant-awarding agencies.
- i) Serving as a committee member on doctoral student dissertations.
- j) Assisting with the recruitment and retention of students for programs.
- k) Maintaining active membership within counseling and related professional organizations.

APPROVED: 
 Stacey L. Edmonson, Dean

DATED: _____

APPROVED: _____
 Michael T. Stephenson, Provost and Senior
 Vice-President

DATED: _____