



## 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 Environmental and Geosciences

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

**Standard:**

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

**Contact:**

Name (first & last): Pat Harris

SHSU Email: jph020@shsu.edu

Phone: 936-294-1452

**Approved By:**

*Pat Harris*

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Department Chair

*J. Harris*

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College Dean

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Provost & Sr. VP for Academic Affairs

# **GUIDELINES FOR PERFORMANCE EVALUATION OF TENURED FACULTY (PETF)**

Department of Environmental and Geosciences  
Sam Houston State University

## **PURPOSE**

This document fulfills the Department's responsibility of establishing post-tenure/PETF guidelines mandated by university policy. *Departmental faculty voted on 11/10/2022 and accepted this document by a simple majority.*

## **PROCESS**

As per university policy, tenured faculty members are reviewed every five years. Candidates for post-tenure review must turn in a portfolio that reflects activity across all FES categories for the period under review (Appendix I). The DPTAC should consider the minimums outlined in the department FES guidelines. A majority (greater than or equal to 50%) of the DPTAC voting in favor results in the candidate passing post-tenure review. Failure to meet the minimum standards across teaching, research, and/or service over multiple years may lead to the candidate being placed on a PAFD if the committee fails to vote in favor of the candidate's post-tenure review. If a faculty member fails to meet this standard, then that faculty member shall be required to undertake a PAFD as described in Academic Policy # 980204. The minimums are as follows:

### *Teaching:*

- Average of 2.0 or higher based on the FES Chair's Evaluation of Teaching for the review period;
- Aggregate IDEA average of 3.0 or higher during the review period;
- Preparation: course syllabi that include objectives, course requirements, grading system, lecture and lab meeting times, office hours, absentee policy, and other pertinent university policies;
- Presentation: clear, organized; use of appropriate instructional strategies and technologies; development of instructional materials appropriate to course;
- Course Management: assignments are related to course objectives; students received feedback in reasonable time period; faculty member is sensitive to reasonable accommodations for individual students;
- Professionalism: punctual and regular in meeting lectures and labs; reasonably available for office hours; maintains professional demeanor and conduct in classroom and during office hours; collaborating with colleagues with regard to curriculum assessment.

### *Research/Scholarly Activity:*

- Average of 2.0 or higher based on the FES scores during the review period.

### *Service:*

- Average of 2.0 or higher based on the FES scores during the review period;
- Contributing member of a single department committee;
- Attends dept. meetings and DPTAC meetings;

- Professional service to the discipline and/or community;
- Engagement in student-related activities (recruiting, Sat @ Sam, dept. socials, etc.);
- Completion of annual FES and FES peer evaluation.

## **Appendix I: Post-Tenure Review Portfolio Format**

**Self-Evaluation Summary for period under consideration**

**Current CV**

**For the following categories, please follow the format provided in the Department FES Guidelines for all materials for the period under consideration:**

*Teaching*

*Research/Scholarly Activity*

*Service*