



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: Library Public Services

College/Unit:

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

Name (first & last): Lisa Shen

SHSU Email: lcs009@shsu.edu

Phone: 936-294-3587

Approved By:

Lisa Shen

Department Chair

Eric D. Owen

College Dean

Provost & Sr. VP for Academic Affairs

Performance Evaluation of Tenured Library Faculty (Post Tenure Review)

The faculty member will be considered to have satisfied appropriate minimum performance standards if, on the FES Summary Report for the five-year period under consideration:

- (1) The summed rating for FES 1 totals at least 17
Sum for the 5-year period under review is at least satisfactory, the performance as a librarian is favorable on balance and *at times exceeds the satisfactory level of performance.*
- (2) The summed ratings of the other FES categories (FES 3 and FES 4) total at least 22
For the 5-year period under review, this number leaves a margin if either FES 3 or 4 is at times less than satisfactory. However, this number also expects performance in either category to *meet or exceed the satisfactory level at times.*

If both of the above conditions are achieved, as verified by the Director of Library Public Services (Director) and reported to the tenured faculty, then the faculty member will be considered to have satisfied minimum performance standards, subsequent to a review of the faculty member's FES documentation for the time period in question (4.02 of Academic Policy Statement 980204 - Performance Evaluations of Tenured Faculty, PETF), the faculty member's "individual professional evaluation" (section 3 of PETF) and a vote by the tenured faculty based on the review. It is understood that the standards applied to the performance evaluation will be those enforced during the years under review. (Section 2.04 of the PETF)

If both of the above conditions are not achieved, as verified by the Director and reported to the tenured faculty, then the faculty member will be considered to have failed to satisfy minimum performance standards. Sufficient grounds will thereby have been provided to initiate a Prompted Comprehensive Performance Evaluation, subsequent to a review of the faculty member's FES records for the time period in question and a vote by the tenured faculty based on the review.

The final determination as to whether the faculty member has satisfied appropriate minimum performance standards will rest with a simple majority vote of the tenured faculty voting by secret ballot.

Review of the faculty member's FES 1 and FES Summary Report ratings during the initial stage of post tenure review will be restricted to the Director, unless the faculty member chooses to waive this restriction. If the faculty member is deemed to require a Prompted Comprehensive Performance Evaluation, then the Director shall make these ratings available to the designated peer consultation team only.