

## 1. GENERAL FEATURES OF THE FACULTY EVALUATION SYSTEM

- 1.01 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.
- 1.02 The FES recognizes that faculty members' interests, strengths, and skills evolve throughout their careers (see Academic Policy Statement 790601, *Faculty Instructional Workload*). SHSU is best served by striving for a system that has enough flexibility to reward meritorious performance with enough structure to promote fairness and consistency. SHSU's FES process evaluates faculty performance in three (3) categories (see Section 1.03). The FES provides a table of weights (Table I) for both the normative nine-credit-hours-per-semester- and twelve-credit-hours-per-

Faculty members at the department level set the specific performance standards for their given department or program. The FES performance standards for each department or unit are subject to the approval of the chair and dean, they are retained on file in the Office of the Provost and Senior Vice President for Academic Affairs (hereafter Provost), and are made available to all faculty. The FES performance standards for each department/unit shall be regularly reviewed at least every five (5) years.

1.04 Provisions are made in the Faculty Evaluation System for the following:

- a. 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. Faculty in the Newton Gresham Library shall be evaluated on their effectiveness in librarianship in lieu of teaching effectiveness.
- b. A report of scholarly and/or creative accomplishments (FES 3) shall be completed by each faculty member as a means of indicating said faculty member's scholarly and/or creative accomplishments. Each faculty member must submit the appropriate supporting documentation as required in the respective department's FES policy to verify the scholarly and/or creative accomplishments (see Section 4.)
- c. A report of service activities (FES 4) shall be completed by each member of the faculty as a means of indicating said faculty member's service. All faculty members must submit the appropriate supporting documentation as required in the respective department's FES policy to verify their service activities (see Section 5).
- d. A summary rating of each faculty member based upon FES 1 through FES 4 shall be completed by using the FES Summary Report (Attachment 1). The FES Summary Report shall be completed by the department chair and shall be signed by both the chair (or administrative equivalent) and the faculty member. A faculty member who fails to sign the FES Summary Report shall be ineligible for any merit increases based on productivity in the time period covered by the unsigned FES Summary Report. Faculty members who believe the FES Summary Report does not accurately reflect their productivity may appeal their summary rating as described in Section 7.01.

1.05 The FES Summary Report is to reflect faculty activity for the twelve-month period beginning January 1 of each calendar year and ending December 31 of the same calendar year. Should faculty members change their workload during this twelve-month period,



influenced by scores from student evaluations. The standards identified in FES 1 shall be approved by the respective chair and dean and filed with the Provost's Office. The performance standards for FES 1 shall be reviewed, revised, and approved at least every five (5) years.

2.02 Faculty from each department shall define their own performance standards for the chair's/department's rating of teaching effectiveness, and the FES 1 Worksheet (see Attachment 2) may be used to facilitate the process. A variety of inputs are necessary to give the evaluation maximum validity. Items that may be considered by the chairs and departments include, but are not limited to:

- Classroom and laboratory instruction
- Development of new courses, laboratories, and teaching methods
- Publication of and/or development of electronic instructional materials
- Supervision of undergraduate and graduate students
- Supervision of student artistic/creative performances in a public setting
- Teaching professionalism:
  - Holds office hours as scheduled and conferences with students as necessary and provides academic and/or professional counseling
  - Submits grades, reports, etc., by established deadlines
  - Maintains high ethical 2 re\* nB\* nB\* nB\* n\* ned552 792 tn12 731(o)JTJETQ.00048s6(ins hu



3.02 Evaluations shall be conducted anonymously online.

#### 4. REPORT ON SCHOLARLY AND/OR CREATIVE ACCOMPLISHMENTS

4.01 This report shall be completed by each faculty member and submitted to the faculty member's department chair as input for the FES 3 score. The final FES 3 score shall be on a one-to-five-point continuous scale (with a minimum precision to the whole number from 1 to 5, and a maximum precision to the nearest hundredth; FES 3= 0.01).

4.02 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; poetry; painting; musical, dance, or theatrical performance or composition; and sculpture. Scholarly activities shall be interpreted to include, but not be 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. Subject to the approval of the appropriate academic dean, the department chair may add additional subcategories or activities in accordance with department/school/college expectations.

4.03 Different disciplines and individuals define creative accomplishments in different ways,

shall be on a one-to-five-point continuous scale (with a minimum precision to the whole number from 1 to 5, and a maximum precision to the nearest hundredth; FES 4= 0.01).

- 5.02 Service includes service to students, colleagues, program, department/school, college, and the University; administrative and committee service; and service beyond SHSU to

6. SUMMARY RATING REPORT

- 6.01 The *FES Summary Report* (FES 5) and FES X (when applicable) shall be completed by the department chair.
- 6.02 There shall be an individual conference between the faculty member being evaluated and the chair. At this meeting, the evaluation shall



**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU's Division

**Attachment 1**

**FES SUMMARY REPORT (FES 5)**

Teaching effectiveness ratings are weighted averages and shall be recorded to a maximum precision of the nearest hundredth. Ratings by the students and chair/department shall be weighted equally (each comprises 50% of the teaching activity score). Scholarly and/or creative accomplishments and service ratings shall also be recorded with a maximum precision to the nearest hundredth. The weights for each of the categories vary depending upon each faculty member's normative teaching load as described in Table I. Faculty in the Newton Gresham Library shall be assigned weights equivalent to a normative workload of twelve credit hours per semester.

Faculty Member's Workload Assignment (check one):

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

<b>FES Category</b>	<b>Rating</b>	<b>x</b>	<b>Weight</b>	<b>=</b>	<b>Score</b>
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	_____	=	_____
<b>Sum of Scores – FES 5</b>					_____

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

The signatures below indicate only that the department chair and faculty member met to discuss the faculty member's annual evaluation pertaining to APS 820317 and do 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 convenience.

Professionalism

Content and Pedagogy

Other

Chair's Rating of Teaching Effectiveness: \_\_\_\_\_

**Attachment 3**

**TABLE I: WEIGHTS FOR FACULTY EVALUATION**

**NORMATIVE TWELVE-CREDIT-HOURS-PER-SEMESTER WORKLOAD**

FES 1 Chair's Rating	FES 2 Students' Rating	FES 3 Scholarly and/or Creative Accomplishments	FES 4 Service
.25	.25	.25	.25

**NORMATIVE NINE-CREDIT-HOURS-PER-SEMESTER WORKLOAD**

FES 1 Chair's Rating	FES 2 Students' Rating	FES 3 Scholarly and/or Creative Accomplishments	FES 4 Service
.20	.20	.40	.20