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Library Technical Services Department
Practices and Procedures implementing
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The Faculty Evaluation System of Tenured and Tenure-Track Faculty
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1. **GENERAL FEATURES OF THE LIBRARY TECHNICAL SERVICES DEPARTMENT PRACTICES FOR IMPLEMENTING THE SHSUFACULTY 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 Section1.03). The FES provides a table of weights (Table I) for both the normativl)ivl)weights used in creatiunghtherjinfalS score (see Section6).

1.03   The three (3) categories recognized for purposes of evaluation are: teaching effectiveness, scholarly and/or creative accomplishments, and service. Each category is assigned a weight as specified in Table I, "Weights for Faculty Evaluation," attached to this policy statement. Teaching effectiveness is comprised of two (2) inputs, the chair's/department's rating of teaching effectiveness (FES1) and the students' rating of teaching effectiveness (FES 2). The weights applied to the FES 1 and FES 2 scores are the same to ensure that both the chair's/department's and students' ratings each contribute 50% of the overall measure of teaching effectiveness. For faculty in the Newton Gresham Library, FES 1 and FES 2 shall be replaced by effectiveness in librarianship. The individual departments (the tenure- granting units) and respective colleges are responsible for the determination and development of specific performance standards to be

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Policy Statement 800722, Merit Increases in Salary, and Academic Policy Statement 900417, Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty.

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

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2. E

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areas of specialization, initiative and innovating in work, and achieving the library's and university's goals.

c. PROFESSIONAL DEVELOPMENT - Participates in continuing education activities to maintain or develop skills which enhance the performance of position responsibilities. It may also include enhancing knowledge related to software or hardware used on the job, etc. This knowledge may be gained in a specific professional development setting or through individual effort.

d. SUPERVISORY ACTIVITY (where applicable) – Effective supervision, leadership, and performance appraisal of library staff; and

e. INTERPERSONAL/COLLABORATIVE SKILLS – Demonstration of professional comportment and decorum with all internal and external clienteles. Effective communication. Seeks to collaborate with colleagues, staff, and administrators across campus to further library goals.

2.04   More specifically, librarians will be evaluated on a variety of criteria, based on their specific duties as detailed in their job descriptions and assignments.

2.05   FES 1 reflects the department's promotion and tenure committee's/ chair's rating of teaching effectiveness for each faculty member or effectiveness in librarianship for Newton Gresham Library faculty. The FES 1 worksheet or a similar tool will be used by the chair to document the chair's/department's rating of teaching effectiveness on a one-to-five-point continuous scale as defined in departmental standards (with a minimum precision to the whole number from 1 to 5, and a maximum precision to the nearest hundredth; FES1= 0.01.

3   RESEARCH, SCHOLARLY, & ARTISTIC ENDEAVORS

3.01   This portfolio section is to be completed by each faculty member and submitted to the Department Chair as input for the FES 3 score. Consult the related "Documentation" section for a list of recommended evidence to support a designated rating (1-5) of a particular item, contribution, or activity. If applicable, include additional details or evidence describing special conditions or considerations to help determine the most appropriate rating for a given item, contribution, or activity.

3.02   For most disciplines, this category consists of research and publication. Scholarly activities shall be interpreted to include, but are not limited to, production of basic and applied research, writing and publications, scholarly grant development or acquisition, presentations to professional and learned societies, and professional development directly related to Research, Scholarly, and Artistic Endeavors. Scholarly activities may address the field of Library Science or maybe other academic fields.

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Attachment 2

TABLE I: WEIGHTS FOR FACULTY EVALUATION

FES 1 Effectiveness in Librarianship	.50
FES 3 Research, Scholarly, and Artistic Endeavors	.25
FES 4 Service	.25

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Attachment 3

Faculty Evaluation System for Librarians

FES 1, FES 3, FES 4

Performance Appraisal Criteria, Rating Scales, and Documentation

Rating Scale

1. IMPROVEMENT NEEDED

Never or rarely meets the characteristics of the criterion; little to no performance.

2. DEVELOPING

Inconsistently meets the characteristics of the criterion; performance is in need of improvement.

3. PROFICIENT

Consistently meets the characteristics of the criterion; performance is viewed favorably.

4. ACCOMPLISHED

Consistently meets the characteristics of the criterion; occasionally exceeds the level of performance normally expected or required for a PROFICIENT rating.

5. DISTINGUISHED

Consistently meets characteristics of the criterion to the highest degree; repeatedly exceeds the level of performance normally expected or required for a PROFICIENT rating.

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- Keeps administrators, peers, and staff informed

- Demonstrates effective situational leadership of colleagues and staff in library projects.

The Faculty

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- Contributor of one entry to a single reference work (i.e. encyclopedia, historical dictionary, etc.);
- Development and/or demonstrable significant management and maintenance of a professional ioeJJ0.3 (b)-0.7 Tk0.21tI e b ial i3912b i(23I,(o)-0.51-8.5 (e)-6r)JJ0 Tc 0 Tw 2.783 rr

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- Multiple presentations at juried conferences;
- Keynote address presented at a professional conference;
- Presenting a workshop (e.g., half-day, full day, multi-session);
- Receipt of an award or other formal recognition for outstanding scholarly endeavor   os5oeeoe 5o

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Technology-based tools	Proof of acceptance (e.g., from PRIMO or similar)
	Evidence of another library or institution using or adopt0.005 Tw 20 11.04 a2, nBT-0.027 T2j0.005 T346.8fio04 aeBT

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TABLE II: FES 4 Service Hours Scoring Classification

Score	Service Hours
1	< 12 hours
2	12 hours
3	32 hours
4	48 hours
5	72 hours

TABLE IV: FES 4 Service Activities

Minimum Score	Service Type
N/A	Acting as a mentor in a formal program (e.g., for minority student(s), junior faculty, external organizations(s), etc.).
N/A	Adjudicating for academic competitions
N/A	Attending face-to-face or virtual meetings/conferences of professional associations or organizations
N/A	Award or management of a grant (without a research componerdomthompo(m)-3.4 (p0.48 re(u)531.76 p)!

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Collaborative activities with other University departments, programs, units (e.g. PACE, Writing Center, SAMCenter, Center for Excellence in Teaching)

- Written communication
- Self-report detailing effectiveness in this

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