



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 type="checkbox"/> COSET | |

Standard:

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

Contact:

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Approved By:



Department Chair



College Dean

Provost & Sr. VP for Academic Affairs

GUIDELINES FOR PERFORMANCE EVALUATION OF TENURED FACULTY (PETF)

Department of Environmental and Geosciences
Sam Houston State University

PURPOSE

Vj ku'f qewo gpv'hwtkmu'vj g'F gr ctwo gpwau'tgur qpukdkkxv "qh'gucdrkuj kpi 'r quv-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

over multiple years may lead to the candidate being placed on a PAFD k'h'vj g'eqo o kwgg'hcku'v'xqvg'kp'hcxqt"qh'vj g'ecpf kf cvgaur quv-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:

- Cxgtci g'qh'4Q"qt"j ki j gt"dcugf "qp"vj g'HGU'Ej ckau'Gxcwv'kqp"qf 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.

- Professional service to the discipline and/or community;
- Engagement in student-

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