

**TENURE UNIT STAN**

**FACULTY EVALUATION SYSTEM (FES) GUIDELINES**  
**Department of Environmental and Geosciences**  
*Sam Houston State University*

All materials will be submitted and reviewed in accordance with the following guidelines, including attached appendices, that meet requirements of Academic Policy Statement #820317.

**PURPOSE**

This document fulfills the Department's responsibility of establishing FES performance guidelines for the FES and merit reviews mandated by university policy. *Departmental faculty voted on 11/10/2022 and accepted this document by a simple majority.*

The goal of the process outlined below in "FES Process" is to provide the chair with: 1) quantitative information to assign annual merit and 2) formative information to provide feedback for faculty development.

**FES PROCESS**

recognizes two workload tracks: 1) teaching track with four courses per semester and 2) a research track with three courses per semester.

***Teaching Effectiveness*** (50% for teaching track, 40% for research track)

Quality teaching is a high priority for the department. It is expected that every member of the faculty will endeavor to be creative and innovative in their attempts to improve teaching effectiveness. Individuals must strive for utmost professionalism and continued improvement of their teaching methods. Teaching effectiveness includes both FES Categories 1 (Chair and Peer Evaluations of Teaching) and 2 (Student Evaluations).

***Scholarly and/or Creative Accomplishments*** (25% for teaching track, 40% for research track)

The Department expects each faculty member to actively engage in scholarly activity. Individuals must demonstrate an ability to do research that is accepted in their field, beyond their dissertation. The department encourages professional collaboration with colleagues, graduate students, and undergraduate students whenever appropriate.

***Service*** (25% for teaching track, 20% for research track)

## **APPENDIX I: FES ANNUAL PERFORMANCE REPORT**

Please provide a self-evaluation that covers the following:

1. Teaching successes and challenges
2. Research accomplishments and goals for the next year
3. Reflection on service and plans for the next year.

The self-evaluation should be limited to two pages and avoid itemizing the following information.

### **FES CATEGORIES**

#### **I. TEACHING (Chair's Evaluation)**

List and document the following activities that apply below. Please note these categories are for the Chair and colleagues to consider in addition the criteria outlined in Appendix II.

1. New courses/labs developed
2. Courses/labs substantially revised
3. Courses taught as uncompensated overload
4. ACE courses
5. Field Trips
6. New courses/labs proposed (e.g., Form B)
7. Independent studies/directed readings advised
8. Honors contracts advised
9. Upper-level courses with > 30 students
10. Graduate classes with > 15 students
11. Lab Manuals published as author or co-author
12. Graduate theses advised
13. Supervision of student research not formally enrolled in credit (e.g., outside GEOG/GEOL 4075/4095)
14. Teaching-related workshops attended
15. Participation in graduate committee comps and defenses (internal or external)
16. Teaching Awards
17. Student Recognition Letters (from Administration)
18. Other

#### **II. TEACHING (Student Evaluations)**

1. In the department spreadsheet, please document all courses taught each semester, their enrollments, and the adjusted score for "A. Summary" from IDEA evaluations.
2. Provide full copies of all IDEA evaluations for each course section, including all quantitative and qualitative feedback.
3. Indicate course sections that are online in the title.

#### **III. RESEARCH AND SCHOLARLY ACTIVITY**

In addition to listing and documenting products below, faculty members should enter the quantities of each item into the department spreadsheet.

**A. Peer-Reviewed Publications In Print**

1. List all SCOPUS-indexed journal articles– give full citations.
2. List review articles, case studies, and commentaries.
- 3.

### **E. Grant and Contract Submissions**

1. List all external grants submitted for >\$100,000.
2. List all external grants submitted for \$15-100,000.
3. List all external grants submitted for <\$15,000.
4. List all internal grants submitted.
5. For all grants, specify PI(s), co-PI(s), key personnel, dollar amount, title of proposal, granting agency, and grant program.
6. Include submission receipt, status of proposal, and proposed start and end date.

### **F. Grants and Contracts Awarded**

1. List all external grants awarded for >\$100,000.
2. List all external grants awarded for \$15-100,000.
3. List all external grants awarded for <\$15,000.
4. List all internal grants awarded.
5. For all grants, specify PI(s), co-PI(s), key personnel, dollar amount, title of proposal, granting agency, and grant program.
6. Include award letter (for first year only) and proposed start and end date.
7. Briefly explain continuing work on funded grants over the last year.

### **G. Bonus/Other**

1. List any fellowships (e.g., GSA, AAAS, AAG, Fulbright, etc.).
2. List any research award received and the awarding agency or group.
3. List any student research awards on which you were the lead advisor.
4. List any research presentations as invited speaker.
5. Other: List and briefly explain any other major research-related accomplishments, including non-peer reviewed works (limited to 5 total points).

## **IV. SERVICE**

List and document the following activities that apply below.

1. Attendance at College and University functions (Provost and Dean's meetings, commencement, etc.)
2. Department Committees
3. College Committees
4. University Committees
5. Chairing of Committees
6. Program Coordinator
7. Assessment
8. Curriculum Development and Revisions (e.g., courses, programs, etc.)
9. Student Advising (undergrad and/or graduate)
10. Managing internships
11. Student Organization Sponsor
12. Student Recruitment
- 13.
- 6.



## APPENDIX II: DEPARTMENT SPREADSHEET

Screenshots are below. Please fill in the department spreadsheet in Excel for FES 2 (Students Rating of Teaching) and 3 (Research/Scholarly Activity).

Chair's Final Score 1-5

Score	Criteria
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FES MERIT WORKSHEET- DEPT. OF ENVIRONMENTAL & GEOSCIENCES

2. Students' Rating of Teaching Effectiveness

IDEA Mean	#DIV/0!
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Instructional Assignments and IDEA Evaluation

Please enter the adjusted score for "A. Summary." Indicate online courses in the title.

Spring			
Course Number	Course Title	# of Students	IDEA
Summer			
Fall			
Total number of courses with Summer:			0
Total number of courses excluding Summer:			0
Total number of students including Summer:			0
Total number of students excluding Summer:			0

3. Research/Scholarly Activity

0  
0.00

Please provide a numerical response in the products column.

	Pt Value	Products	Points
			<b>0</b>
1. SCOPUS-indexed journal articles	10		0
2. Publications in a quartile 1 or 2 journal	3		0
3. Review articles, case studies, commentaries, etc.	3		0
4. First author for above publications	3		0
5. Lead advisor on publication with student co-author	3		0
			<b>0</b>
1. 1st Edition textbook or research monograph	20		0
2. Revised textbook or research monograph	10		0
3. Authored chapter in an edited book ( <i>up to maximum of 15 pts</i> )	5		0
4. Lead author on above publications	3		0
			<b>0</b>
1. Materials submitted and actively in review/in revision/in press	3		0
			<b>0</b>
1. National/international presentation	3		0
2. State/regional presentation	2		0
3. University/local presentation	1		0
4. Presenting author for above presentations	3		0
5. Lead advisor on above student-authored presentation	3		0
6. Attendance at external conference (excl. presenting)	1		0
			<b>0</b>
1. External grant submitted (>\$100K)	10		0
2. External grant submitted (\$15-100K)	7		0
3. External grant submitted (less than \$15K)	3		0
4. Internal grant submitted	3		0
5. Principal Investigator on above grant submission	3		0
<b>F. GRANT AND CONTRACT AWARDS</b>			<b>0</b>
1. External grant awarded (>\$100K)	15		0
2. External grant awarded (\$15-100K)	10		0
3. External grant awarded (less than \$15K)	5		0
4. Internal grant awarded	5		0
5. Externally-funded research report	7		0
6. Principal investigator of awarded grant (for year awarded)	3		0
7. Continuing grant work for award in previous years	2		0
<b>G. BONUS/OTHER</b>			<b>0</b>
1. Fellowships (e.g., GSA, AAAS, AAG, Fulbright etc.)	15		0
2. Research award	10		0
3. Lead advisor for student research award	5		0
4. Invited speaker on research topic	3		0
5. Other - Specify products (up to a maximum of 5 pts total)	1		0

Pts	Score	
1	1.0	Substandard
2	1.5	
5	2.0	Meets Minimum
8	2.5	
12	3.0	Average
18	3.5	
25	4.0	Very good
33	4.5	
43	5.0	Outstanding

Chair's Final Score 1-5

Score		Criteria
5.0	<b>Outstanding</b>	Beyond the minimum, outstanding performer across all levels of service, while still contributing to the dept.; eg., Advising + Faculty Senate or Coordinator + Other Time-Intensive Internal Service + external service to discipline (manuscript/grant reviews and/or Editorial positions)
4.0	<b>Very Good</b>	Beyond the minimum, performs across all levels of service, while still contributing to the dept.; eg., combo: Advising + Time-Intensive Internal Service (Deep minimum across

### **APPENDIX III: PEER-EVALUATION OF COLLEAGUES**

Please provide verifiable comments regarding strengths, weaknesses, and suggestions for improvement. Please avoid restating colleagues' contributions that are already indicated in their annual FES materials and focus on qualitative aspects when possible. Please limit to one page for each colleague.

#### **Teaching**

*Strengths*

*Weaknesses*

*Suggestions*

#### **Research/Scholarly Activity**

*Strengths*

*Weaknesses*

*Suggestions*

#### **Service**

*Strengths*

*Weaknesses*

*Suggestions*