

TENURE UNIT STANDARD ROUTING SHEET

In support of t

- 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 Science and Technology

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 checked="" 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): Jessica Sides

SHSU Email: JJS083@shsu.edu

Phone: 936-294-3845

Stacey
Stacey Victor (Nov 30, 2022 17:22 CST)

Department

FACULTY EVALUATION SYSTEM
Department of Library Science and Technology
College of Education | Sam Houston State University

General Guidelines

Pursuant to Sam Houston State University (SHSU or University) [Academic Policy Statement \(APS\) 820317](#), the Faculty Evaluation System (FES) is to provide an equitable, orderly, and comprehensive approach to the evaluation of faculty performance. The guidelines outlined in the College of Education (COE)

- 6) Faculty may not count any accomplishment more than once. For example, a manuscript can only be counted in the year it is published and available for public viewing. This same article cannot be considered for merit when it is "under review," "accepted," or "in press." Similarly, a conference presentation cannot be considered for merit until it has been presented at the event for which it is scheduled. Additionally, a lifetime service award can only be counted for the year that the award is given. Finally, an accomplishment can only be included as evidence in support of one of the three categories (teaching effectiveness, scholarship and creative accomplishments, OR service activities).
- 7) To be considered meritorious, faculty must have met the minimum expectations criterion for all three categories. Alternatively stated, faculty cannot be eligible for merit if they have not met the minimum expectations criterion in one or more categories. For example, if a faculty member receives a university teaching award but engaged in service activities that fall short of the minimum expectations, they would not be eligible for merit. The goal of this guideline is to ensure a balance among these essential categories.
- 8) For each area of evaluation, the rating will be based on the highest accomplishment documented by the faculty. Items are NOT cumulative; faculty are NOT required to meet each criterion level 1-5 to earn a 5 rating.
- 9) Under the FES X policy compensating program administrators, holding such office will not automatically constitute a rating of above minimum expectations. However, service that FES

TEACHING EFFECTIVENESS RUBRIC

<p>Level 5.0 Extraordinary</p>	<p>Reserved for extraordinary achievement or recognition (e.g., University teaching award [awarded]; National teaching award from specialty organization [awarded]; Board of regents' award for teaching (such as Piper) [awarded]; achievement of standards to a greater degree as compared to others).</p>	<p>Create new program (Doctoral, Masters, or Bachelors). Proposal must be submitted through the curriculum committee and have received approval to move forward.</p>	<p>Student awards (individual or organization) with evidence of your impact in their receiving the award [example: chair of a thesis or dissertation that resulted in a national award OR student paper received national recognition (faculty not an author)]</p>	<p>A National or International Award for Civic Engagement in Teaching [awarded]</p>	<p>or— Any item that you can provide evidence as Exceptional that is not listed here</p>
<p>Teaching Weight</p>	<p>Weight of 4.5</p>	<p>Weight of 4.0</p>	<p>Weight of 3.5</p>	<p>Weight of 3.0</p>	<p>Weight of 2.5</p>

Regional or state teaching awards from specialty organization [awarded]
or—
College Teaching Award
or
Student paper received regional

SCHOLARLY AND CREATIVE ACCOMPLISHMENTS RUBRIC

Level 5.0
Extraordinary

Article published in top 20% acceptance rate journal, a journal with an Impact Factor > 1, OR a narrative describing the article's significance to the profession.

Book published - Self or co-authored (not edited or co-edited) - 1st edition 1

SERVICE ACTIVITIES RUBRIC

<p>Level 5.0 Extraordinary</p>	<p>University Service Award [awarded] or University Academic Community Engagement (ACE) Award or National award for service from professional organization</p>	<p>Assistant chair of department (unpaid, no stipend) or Chair of Faculty Senate</p>	<p>Editor in chief of a flagship journal</p>	<p>President of national/international professional organization</p>	<p>Any item that you provide evidence as Exceptional that is not listed here</p>
<p>Service Weight</p>	<p>Weight of 4.5</p>	<p>Weight of 4.0</p>	<p>Weight of 3.5</p>	<p>Weight of 3.0</p>	<p>Weight of 2.5</p>
	<p>Chairing or co chairing dissertations with evidence of mentorship and graduates 3+ or College service award [awarded] or Regional or state award for professional service [awarded] or Program coordinator, unpaid/no course release or Editor in chief of regional, state, or local journal or Professional association president at regional and state level or Coordinates international or national conference or Item that you can provide evidence as Above Expectations at a Weight of 4.5</p>	<p>Outstanding service participant. Made significant contributions in at least two areas at the departmental, college, university,</p>	<p>ca18 significant</p>		

APPROVED:  Stacey Victor (Nov 30, 2022 17:22 CST)