

### 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 ( ) TJ 100417 APS 980207 Tenure Review 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 **has been approved** by the tenure unit **and** college dean.

**Tenure Unit:** World Languages and Cultures

**College/Unit:**

- |                               |                               |  |                                |                              |
|-------------------------------|-------------------------------|--|--------------------------------|------------------------------|
| <input type="checkbox"/> CAM  | <input type="checkbox"/> COCJ | <input checked="" 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:**

  
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 Department Chair

  
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 Leif French (Dec 19, 2022 09:24 CST)

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 Provost & Sr. VP for Academic Affairs



the guidelines below<sup>4</sup>. Nevertheless, WOLC embraces and promotes excellence in teaching, scholarly and/or creative accomplishment, and service. Therefore, meeting only the required elements of faculty performance neither guarantees tenure and/or promotion, nor does it entitle a faculty member to the same.

APS 900417 5.01 presents general categories of performance for tenured and tenure-track faculty<sup>6</sup>. WOLC embraces these categories and further elaborates them as follows:

- 1) . In addition to lecture and laboratory instruction in all modalities as assigned, the Teaching category includes

WOLC adheres to the performance standard of a "sustained pattern of professional competence and effectiveness in each of the categories of performance listed in [APS 900417] Section 5.01a". WOLC adopts CHSS's definition of this standard "as continuous or uninterrupted activity, contribution,





growth in quality/significance. The narrative is supported by evidence that may include, but is not limited to, the following:

- Development of conference presentations into publications;
- Invitations to and/or membership in research groups or societies;
- Invited talks;
- Impact factor, citations, or other metrics as appropriate to the discipline;
- Invitations to review scholarly/creative products;
- Other documented growth in scholarly and/or creative community engagement (e.g., informal reviews, invited interviews, consultations)

expand beyond WOLC. Faculty are encouraged to consult with the Chair with concerns about their service responsibilities.

WOLC faculty are \_\_\_\_\_ as they effectively teach, pursue creative and/or scholarly accomplishments, and provide relevant service.

*3.1.1 Expectations for probationary faculty seeking tenure and promotion to the rank of Associate Professor*

When faculty present a dossier for third-year review, promotion and/or tenure, they must establish that they have met the minimum standards for each category of performance outlined above. They must also present a comprehensive narrative (or set of narratives) that contextualizes their teaching, research, and service activities,



When faculty present their dossier for promotion from Associate Professor to Professor, their comprehensive narrative must further contextualize their professional impact on their discipline and

- Service accomplishments (see 2.3.2 and 2.3.5 above for examples);
- CV, which includes at least the following:
  - academic training, summary of work experience, scholarly and creative contributions (juried contributions must be listed separately), funded grants (external and institutional grants must be listed separately), honors, awards, and other special recognitions (see APS 900417 6.02 a);

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- 2) The candidate must be able to demonstrate that any prior service meets the same standards of performance, in all three performance areas, currently expected of probationary faculty in the Department of World Languages and Cultures at SHSU for the same period of service.

Should a job candidate be eligible for and request prior service credit, the Chair may request additional documentation and evidence that demonstrate the candidate has met the SHSU requirements for the years of service being requested. The chair will use the same departmental instruments of evaluation to propose an award of prior service credit to the CHSS Dean and SHSU Provost prior to making a formal hiring offer (APS 900417 4.05).

## WOLC FES and Annual Review Rubric<sup>18;19</sup>: All Ranks<sup>20</sup>

5 – *Truly Exceptional*: Fulfills required duties and wins a competitive semester- or year-long pedagogy-related fellowship or grant; contributes to a multi-semester program support initiative; supervises multi-year internship programs, leads or supervises student success initiative; wins a university, regional, state, national, or international teaching or pedagogy-related award; etc.

4 – *Exceeds Expectations*: Fulfills required duties and activities and contributes three (3) additional activities<sup>21</sup> in either teaching and mentoring and/or program support categories, one (1) additional, year-long activity that contributes to teaching and mentoring of students or program support.

3 – *Meets Expectations*: Fulfills required duties and activities and contributes two (2) additional activities in either teaching and mentoring of students and/or program support categories.

2 – *Developing*: Fulfills required duties and activities and contributes one (1) additional activity in either teaching and mentoring of students or program support categories.

1 – *Below Expectations*: Does not fulfill all required duties or does not contribute any additional activities in either teaching and mentoring of students or program support categories.

0 – Does not provide evaluation materials.

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<sup>18</sup> This rubric is subject to annual review to ensure that it meets the needs of WOLC faculty and their professional activities.

<sup>19</sup> Generally, faculty should not count a specific activity as satisfying expectations in more than one performance category. If faculty have questions about where to count an activity that fulfills criteria in more than one category, they are encouraged to consult with the Chair.

<sup>20</sup> To receive a score of *Meets Expectations* or higher, faculty at the rank of Professor must also document their leadership activities across each performance category. They must also document their contribution(s) to the intellectual culture of the university.

<sup>21</sup> Unless otherwise specified, faculty may count similar activities as fulfilling more than one requirement within a category, provided that these are not counted elsewhere in the evaluation (e.g., faculty may count each iteration of an uncompensated indepen

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5 – *Truly Exceptional*: Serves on WOLC, CHSS, or SHSU committees as assigned and provides a multi-year professionally-relevant service activity that is not counted as Teaching or Scholarly and/or Creative Accomplishment. For example, serves as executive board member in a professional