



**COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF KINESIOLOGY
CRITERIA AND STANDARDS FOR THE PERFORMANCE EVALUATION OF
TENURED FACULTY
UPDATED: SPRING 2022**

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Preface: The purpose of this document is to provide the tenured faculty in the Department of Kinesiology with a set of clear standards and criteria for the post-tenure review process. The standards in this document were established by the tenured and tenure-track Kinesiology faculty and are consistent with, and subservient to SHSU Academic Policy Statement 980204 – Performance Evaluation of Tenured Faculty (PETF), and the Texas State University System Rules and Regulations. Each tenured faculty member in the Department of Kinesiology is expected to demonstrate sustained excellence in the areas of scholarship, teaching, and service during their academic career at the university. The criteria and standards apply to all tenured faculty on a nine-month contract with the title of Associate Professor and Professor. The Department of Kinesiology faculty will review and revise this document every five years, or as deemed necessary by the faculty and/or Chair in the department.

**THE PERFORMANCE EVALUATION OF TENURED FACULTY (PETF) IN THE DEPARTMENT OF
KINESIOLOGY**

The goal of the PETF, generally regarded as the *Post-Tenure Review*, is to encourage faculty to continue performing at an acceptable level regarding their teaching, scholarship, and service. The policy also serves to provide an opportunity for the tenured faculty to consider the scholarly, teaching, and service activities they will continue, and areas they choose to explore as they advance in rank at the university. The PETF is not intended to be a re-tenure process and should avoid any infringement on academic freedom. Conversely, the philosophy behind the PETF is to identify faculty who have not met the minimum standards of the Department of Kinesiology set forth in this document.

Evaluation expectations of tenured faculty members should not mirror that of probationary or pre-tenured faculty members, which is to allow for possible variations across differing degree programs (e.g., Kinesiology, Human Performance and Wellness Management,

Kinesiology and Education Double Major, Athletic Training, Sport and Human Performance, and Sport Management), while also allowing for faculty to focus on specific goals set forth post-tenure (i.e. a large grant, an emphasis on community engagement, development of programs, shifts in teaching pedagogy, IPE, student engagement, etc...).

Tenured faculty in the Department of Kinesiology are expected to sustain high level performance and continuous improvement in the areas of teaching; scholarly accomplishments and contributions to the field; service to the University, community, and profession. A continued demonstration of collegiality should be observed in each area to support the general welfare of the department, college, and University. These three areas will be evaluated by the tenured faculty in the department to determine if the individual is successfully contributing to welfare and growth of the department, college, and University.

The comprehensive performance evaluation for tenured faculty members are administered in accordance with Academic Policy Statement 980204: PETF. The process of the performance evaluation of the tenured faculty in the Department of Kinesiology focuses on the development, maintenance, and the meeting of the standards of appropriate performance within the ranks of professor and associate professor. The reviews are conducted every fifth year after the faculty receives tenure, a promotion, and/or returns to a faculty position following an administrative assignment.

The Role of the Tenured Faculty under Review:

The tenured faculty shall submit their FES records of the five most recent years and their current Curriculum Vitae. In addition, the tenured faculty shall prepare a narrative focusing on their most recent five years of progress in the areas of teaching, research and scholarly activities, and service. This narrative should provide a synthesis of the work done during the five-year time period and is not expected to be a comprehensive document. The faculty may submit additional supportive materials that serve as evidence of sustained excellence in the areas of teaching, research, and service for their post-tenure review. All of the documents will be uploaded by the tenured faculty into the management system in place at that time.

The Role of the Committee Conducting the Performance Evaluation of Tenured Faculty:

The tenured faculty in the Department of Kinesiology will conduct the post-tenure review using the documents submitted for the individual's most recent five-year period of employment.

The chair of the review committee will call for a vote via an anonymous ballot to determine if the tenured faculty member is continuing to maintain the criteria established by the department for tenure and promotion. If a simple majority or greater of the tenured faculty

determines the faculty member exceeds the accepted minimum standards of the unit for teaching, research, and service as described in this policy, the faculty member will be certified as satisfying the PETF and no further actions will be required. Should the reviewed faculty member fail to receive at least a simple majority of the votes of approval from the tenured faculty voting, they will be subject to the procedures outlined in the Prompted Comprehensive Performance Evaluation.

The review committee will prepare and submit a professional evaluation of the strengths and weaknesses of the tenured faculty member's sustained performance in the areas of teaching, research, and service. In addition, the summary will specify plans aimed at sustaining and/or strengthening the faculty member's areas of teaching, scholarly activities and creative endeavors, and service.

In keeping with APS 980204 – Performance Evaluation of Tenured Faculty, exceptions to the five-year schedule can be made by the chair (with the approval of the dean) when there is a sufficient reason (e.g., illness) to do so, but the period must not extend beyond six years.

Criteria and standards for the performance evaluation of tenured faculty

Post-Tenure Review will be analyzed using the FES records of the five most recent years. To maintain post-tenure satisfactory progress, the faculty member must obtain an average score (out of a possible 5.0) of 3.5 in the area of teaching, 3.0 in the area of scholarly activities, and 3.0 in the area of service across the five years. It is also expected that the tenured faculty member will engage in mentoring tenure-track faculty and students in the department. The tenured faculty member is expected to address these aspects in the narrative.

Procedures for the Prompted Comprehensive Performance Evaluation:

A tenured faculty who has received notification by the review committee to be performing below the appropriate minimum level shall be required to formulate and follow a Plan for Assisted Faculty Development (PAFD) as stated in the University policy (Academic Policy Statement 980204, Sections 5.02 - 5.04 and 6.01 - 6.02), including the selection of the peer consultation team.

The goal of the PAFD is to aid in restoring the faculty member to a level of performance that meets or exceeds the appropriate minimum. The purpose of the PAFD is to make specific the types of activities or accomplishments necessary to bring about the restoration of performance to that level. The PAFD should be developed promptly and in consultation with the peer consultation team as well as the chair. Although each PAFD is tailored to specific circumstances, each plan will contain a summative component that will:

- identify specific deficiencies to be addressed;

- define specific goals or results necessary to remedy the deficiencies;
- outline the activities to be undertaken to achieve the necessary results;
- indicate the criteria used for assessing progress in meeting the plan;
- identify reasonable institutional resources to be committed in support of the plan.

A peer consultation team will be jointly selected by the chair and the faculty member evaluated as not meeting minimum post-tenure evaluation standards. The chair and the faculty member will nominate at least two candidates to serve on the team. The chair will then select one person from the faculty member's nominees, and the faculty member will select one person from the chair's nominees (as per APS 980204).

The role of the peer consultation team, named from the department and degree program, is entirely advisory, both to the faculty member subject to review and to the chair of the unit. The recommendations of this team may represent a consensus view of the two team members plus the faculty member or, alternatively, each member of the team and the faculty member may submit to the chair their independently derived proposal for the PAFD.

It is the task of the peer consultation team to evaluate the faculty member in all aspects of their professional duties and responsibilities, and to do so according to the standards established by the Department of Kinesiology. From this evaluation, the team members will confirm whether the faculty member does or does not meet the minimum standards of the unit. If the faculty member does meet the relevant standards, the team members will inform the chair, who will certify that the faculty member satisfies the PETF and no further actions will be required. Should a negative finding be determined, it is the responsibility of the peer consultation team to assist the faculty member in the formulation of a PAFD to be achieved in an agreed length of time. The team members shall inform the chair of this outcome in writing, with a copy sent to the dean and the Provost.

It is envisioned that the chair will take the best elements of these proposals and, in consultation with the faculty member, formulate the PAFD. The chair and the faculty member shall sign the PAFD to indicate their agreement with the terms of the plan. If the chair and the faculty member are unable to come to agreement on a suitable plan, they shall consult others including the dean, to reconcile their differences (as per APS 980204). The peer consultation team will remain in place to provide support and encouragement to the faculty member under review, and at the end of the designated development period, they will each provide to the chair and the faculty member a re-evaluation and an assessment as to ^(b)

The chair of the department will conduct meetings with the faculty to assess their progress toward the accomplishment of their PAFD. At the end of the established timeline, three outcomes are available for the faculty and parties will be notified in writing by April 1 of the year in which the PAFD is in place (for full timeline, see Section 7 of APS 980204):

- (1) The faculty has restored their performance and achieved the goals of their

Have not been approved by Dean