Office of the Provost
DIVISION OF ACADEMIC AFFAIRS
SAM HOUSTON STATE UNIVERSITY

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
- APS 890301, Hiring, Evaluation, Promotion, and Merit for Non-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 Public Services (LPS)

College/Unit:

- ☐ CAM
- ☐ COCJ
- ☐ CHSS
- ☐ COM
- ☑ NGL
- ☐ COBA
- ☐ COE
- ☐ COHS
- ☐ COSET

Standard:

- ◯ Promotion and Tenure
- ◯ Post-Tenure Review
- ◉ Faculty Evaluation System (FES)
- ◯ Non-Tenure Track Faculty Promotion
- ◯ Non-Tenure Track Faculty Annual Evaluation

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College Dean

Provost & Sr. VP for Academic Affairs

FES 1 - EFFECTIVENESS IN LIBRARIANSHIP

Librarianship within the University setting involves a wider range of activities than classroom instruction. Librarians, as appropriate to their areas of specialization, contribute to the function of teaching through activities that advance Library services and facilitate access to information resources.

The "Effectiveness in Librarianship" FES 1 takes the place of FES 1: "Chair's Rating of Faculty Teaching Effectiveness" and FES 2: "Student's Evaluation of Classroom Teaching Effectiveness" in the general university policy 820317.

FES 1 is assessed on a 1-to-5-point scale:

1   IMPROVEMENT NEEDED: Never or rarely meets the characteristics of the criterion; little to no performance.
2   DEVELOPING: Inconsistently meets the characteristics of the criterion; performance is in need of improvement.
3   PROFICIENT: Consistently meets the characteristics of the criterion; performance is viewed favorably.
4   ACCOMPLISHED: Consistently meets the characteristics of the criterion; occasionally exceeds the level of performance normally expected or required for a PROFICIENT rating.
5   DISTINGUISHED: Consistently meets characteristics of the criterion to the highest degree; repeatedly exceeds the level of performance normally expected or required for a PROFICIENT rating.

Performance Appraisal Criteria and Ratings

JOB KNOWLEDGE AND COMPETENCE

- Exhibits expertise and maintains currency related to area of specialization (e.g., instruction, reference) and librarianship. This can include discipline or subject area knowledge gained in relation to, or as a result of, assigned areas of responsibilities.
- Understands professional role in relationship to Newton Gresham Library and Sam Houston State University.
- Makes timely decisions while considering available information.
- Shares appropriately in department responsibilities and activities, including attending faculty meetings and participating in library committees/teams, etc.

COMMUNICATION SKILLS

- Communicates clearly, logically, and concisely in speech and writing.
- Demonstrates effective listening skills by being flexible, approachable, asking questions, and offering input.

- Keeps administrators, peers, staff, and library users informed as warranted using formal and informal communication channels appropriately and in a timely manner.
- Presents information or data in a format that is relevant, effective, and understandable.

COLLABORATIVE SKILLS

- Develops and maintains effective working relationships with administrators, peers, staff, and external individuals or groups (e.g., vendors, other libraries).
- Interacts effectively with library users to meet their needs; requests assistance or provides referrals as appropriate.
- Encourages and fosters cooperation among co-workers to advance library projects, goals, and objectives.
- Demonstrates diplomacy, courtesy, and respect.

ACCOUNTABILITY

- Shows commitment to work by dependably fulfilling responsibilities (e.g., adheres to schedules; arranges for substitutes as necessary).
- Addresses obstacles to effectively accomplish duties and responsibilities.
- Anticipates change and takes suitable action.
- Recognizes and responds effectively to unexpected situations.
- Follows through with commitments to others.
- Completes duties and assignments in a time frame that is appropriate for the task.

PROFESSIONAL DEVELOPMENT

Participates in continuing education activities to maintain or develop skills that enhance the performance of position responsibilities. Such activities may include but are not limited to:

- One-time library or university webinars, workshops, or training sessions.
- Ongoing webinars, workshops, classes, or training sessions.

Rating Scale for PROFESSIONAL DEVELOPMENT:

1 IMPROVEMENT NEEDED: activities listed do not satisfy the requirements.
2 DEVELOPING: activities totaling less than 20 hours.
3 PROFICIENT: activities totaling 20 to 40 hours.
4 ACCOMPLISHED: activities totaling 41 to 60 hours.
5 DISTINGUISHED: activities totaling more than 61 hours.

SUPERVISORY ACTIVITY (If applicable)

- Possesses sufficient understanding of the tasks in the area being supervised.
- Encourages a supportive work environment for supervised individuals.

- Effectively provides oversight, direction, and training to supervisees (other faculty, staff, and/or student assistants) as appropriate.
- Creates or maintains documentation of relevant policies and procedures for tasks in the area being supervised.
- Provides supplementary supervision to those outside chain of command or for a specific work project during the project's lifetime.

FES 3 - RESEARCH, SCHOLARLY, & ARTISTIC ENDEAVORS

For most disciplines, this category consists of research and publication. Scholarly activities shall be interpreted to include, but are not limited to, production of basic and applied research, writing and publications, scholarly grant development or acquisition, and presentations to professional and learned societies.

Different disciplines and individuals define creative accomplishments in different ways and engage in different types of artistic endeavors, such as instructional technology; poetry; painting; photography; sculpture; musical, dance, or theatrical performance or composition. Such endeavors may be evaluated differently; ultimately, individuals must be evaluated on the merit of their creative accomplishments.

These standards include research for scholarly dissemination and creative accomplishment within librarianship or other disciplines, some examples may include:

- Acceptance or publication of a book or a book chapter
- Acceptance or publication of content in a peer reviewed venue
- Acceptance or publication of content in a non-peer reviewed venue
- Acceptance or publication of an edited work
- Acceptance or publication of indexes, abstracts, reviews, essays, encyclopedia entries, and bibliographies
- Submission or acceptance of grant proposal
- Research and study or survey reports directly related to the library
- Editor of a compiled volume or thematic/special issue of a journal
- Professional presentations
- Artistic performance or exhibition

The final FES 3 score will be on a 1-to-5-point scale.

Performance Appraisal Criteria and Ratings

Unless otherwise stated, the items listed below refer to both online and/or print format. The term "professional" used below may refer to disciplines other than librarianship.

Completion of one (1) top-level bullet item within a rating category would satisfy expectations for that rating. In other words, read OR between all bullets that share a hierarchical level.

Scoring for FES 3 (1-5 points)

1 IMPROVEMENT NEEDED
- Submission of a proposal(s) for a publication or presentation;

- Documenting research projects in progress—e.g., a title and brief description of project goal and status

2   DEVELOPING
- Manuscript acceptance or publication of 1 book, media, or resource review or conference presentation report (based on the common 500-word length of a *Choice* review);
- Informational piece about library services or resources in a publication;
- Acceptance of a **proposal**(s) for a publication or presentation (not a completed manuscript);
- Development and submission to funding agency of a proposal for a grant aligned with research, scholarly, and artistic endeavors. A grant submission's rating may increase to Proficient based on a compelling justification provided by the faculty member, which might involve factors such as depth of research and effort required by the proposal, collaborations, or other relevant factors.
- Ongoing management of a grant (with a research component);
- Creative pieces in a publication, exhibit, or performance (non-peer reviewed or non-juried); or
- Documentation or evidence of research/scholarly/artistic endeavors that do not qualify for PROFICIENT, ACCOMPLISHED, or DISTINGUISHED productivity.

3   PROFICIENT
- Manuscript acceptance or publication of at least 2 book, media, or resource reviews or conference presentation reports (based on the common 500-word length of a *Choice* review);
  - A single review may earn this rating alone, or review ratings may increase to Accomplished, based on a compelling justification provided by the faculty member, which might involve factors such as length and depth, quantity of reviews, or other relevant factors.
- Manuscript acceptance or publication of a **non-peer reviewed** paper, such as journal article, conference proceeding, etc.;
- Informational or other pieces about library services or resources in a publication (3 or more pieces);
- Creative pieces in a publication, exhibit, or performance (peer reviewed, juried, or professionally edited);
- Presentation of a paper, poster session, panel, etc. at a professional conference/meeting in any modality (e.g., in-person, virtual). A presentation's rating may increase to Accomplished based on a compelling justification provided by the faculty member, which might involve factors such as acceptance rate, impact, or other relevant factors.
- Award of a grant aligned with research, scholarly, and artistic endeavors;
- Ongoing management of a substantial or highly competitive grant (with a research component);
- Development of NGL-related research-based reports/self-studies; such activities may include but are not limited to conducting a library survey and presenting findings;
- Contributor of one entry to a single reference work (i.e., encyclopedia, historical dictionary, etc.);
- Development and/or maintenance of an index to a publication not authored by the indexer; or

- Development and/or maintenance of a professional or scholarly blog.

4   ACCOMPLISHED
- Manuscript acceptance or publication of scholarly/professional/artistic monograph (editor);
- Manuscript acceptance or publication of a **peer-reviewed** paper, such as journal article, contributed paper, etc.;
- Essay or chapter published in an anthology, annual monographic series, book;
- Publication of invited book review(s) or media review(s);
- Editor of a compiled volume or special/thematic journal issue;
- Award of a substantial* or highly competitive grant aligned with research, scholarly, and artistic endeavors;
- Development of one or more original interactive technology-based instruction/training tools (i.e., tutorials), distributed outside of the Library;
- Development of one or more original technology-based tools (such as tracking methods, open-source software/scripts, project management tools), distributed outside of the Library;
- Solo art exhibition; public performance or recital of full-length original creative works; dedicated public reading of a significant quantity of published writing; or similar substantive showing of creative work.
- Development of an index to a portion of issues of a serial publication not authored by the indexer;
- Development of an index to a monographic publication not authored by the indexer;
- Completion of three (3) or more items listed as PROFICIENT Productivity.

5   DISTINGUISHED
- Manuscript acceptance or publication of scholarly or professional monograph (author);
- Manuscript acceptance or publication of two (2) or more peer reviewed articles;
- Presenting invited session or keynote address at a professional conference/meeting;
- Presenting a scholarly/professional workshop that goes beyond FES 1 responsibilities (for example, paid continuing education, in-depth pre-conference, full day workshop, multi-session course, etc.);
- Award of an exceptional* or outstanding grant aligned with research, scholarly, and artistic endeavors;
- Receipt of an award or other formal recognition for outstanding scholarly endeavor (e.g., University Distinguished Research Award);
- Development of an index to a substantial amount of a serial publication not authored by the indexer

* The terms substantial and exceptional have been left deliberately vague. Since this document cannot possibly anticipate all circumstances, this language creates flexible space for an individual to present evidence and make a case for why they believe a specific activity is worthy of additional recognition.

Examples of Optional Documentation

Activity	Examples of Possible Evidence
Acceptance of a publication	Letter of acceptance Word count (if appropriate, e.g., book reviews) Evidence of peer review (if applicable)
Publication	Link to or attachment of full text Evidence of peer review (if applicable)
Presentation	Link to or attachment of slides, handouts, photos, or similar Page/word count Acceptance rate (if known/applicable)
Grant Proposal	Description of grant (purpose, funder, etc.) Acceptance rate (if known/applicable) Page/word count, hours spent, etc. Link to or attachment of proposal abstract/summary or full proposal
Grant Award	Description of grant (purpose, funder, etc.) Acceptance rate (if known/applicable) Proof of maintenance (hours spent, midterm reports, final report, etc., as applicable)
Editing of a compiled volume or special issue	Letter of invitation or acceptance Summary of relevant activities (e.g., inviting proposals, communication with contributors, etc.) or hours spent
	NOTE: You do not need to provide ALL this evidence for ALL your activities. However, you may wish to provide additional evidence if you are trying to make a particular case about impactful or exceptional work.

FES 4 – SERVICE

Service includes service to students, colleagues, the department, the college, and the university; administrative and committee service; and unpaid service beyond the university to the profession or external communities in alignment with the campus strategic plan. Activities for which the faculty member received a stipend or release time will not be considered for service activities.

 The performance standards identify types of service that advance the mission and goals of the University.

The final FES 4 score will be on a 1-to-5-point scale.

Performance Appraisal Criteria and Ratings

Completion of one (1) top-level bullet item within a rating category would satisfy expectations for that rating. In other words, read OR between all bullets that share a hierarchical level.

Scoring for FES 4 (1-5 points)

1   IMPROVEMENT NEEDED
   - **One (1) to 6 hours** documented in hours-based service activities
   - Activities ineligible for higher rating category≥

2   DEVELOPING
   - Minimum of **12.5 hours** documented in hours-based service activities
   - Minimum of **ONE (1)** of the following
     - Peer review for professional or scholarly publisher, 1 article
     - Copy-edit for professional or scholarly publisher, 2 articles
     - Proposal developed and submitted to funding agency for a grant aligned with service to the library or university *(e.g., excludes travel grants that solely support professional development)*;
   - *A combination of activities from the above bullets may also be considered.*

3   PROFICIENT
   - Minimum of **25 hours** documented in hours-based service activities
   - Minimum of **TWO (2)** of the following (including multiples of the same)
     - Peer review for professional or scholarly publisher, 1 article
     - Copy-edit for professional or scholarly publisher, 2 articles
     - Proposal developed and submitted to funding agency for a grant aligned with service to the library or university *(excludes travel grants that solely support professional development attendance)*

- Election or appointment as chair of a committee (university, professional association, etc.)
- *A combination of activities from the above bullets may also be considered.*

4   ACCOMPLISHED

- Minimum of **50 hours** documented in hours-based service activities
- Minimum of **FOUR (4)** of the following activities (including multiples of the same):
  - Peer review for professional or scholarly publisher, 1 article
  - Copy-edit for professional or scholarly publisher, 2 articles
  - Proposal developed and submitted to funding agency for a grant aligned with service to the library or university *(e.g., excludes travel grants that solely support professional development)*
- Impactful* outcomes achieved as officer of a committee (university, professional association, etc.)
- Service as editor-in-chief of a journal/periodical
- Award or management of a grant aligned with service to the library or university *(e.g., excludes travel grants that solely support professional development)*
- Finalist or "short-list" top candidate for an award or other recognition for outstanding service (e.g., University Excellence in Service Award)
- Teaching an officially designated Academic Community Engagement (ACE) course
- *A combination of activities from the above bullets may also be considered.*

5   DISTINGUISHED

- Minimum of **100 hours** of service participation documented
- Exceptional commitment* as chair, officer, or delegate of a library, university, or professional organization committee
- Elected officer of a state, regional, or national professional organization (organizational level itself vs committee, e.g., TLA President, ALA President)
- Exceptional service contributions to library, university, profession, **AND** community
- Peer review for professional or scholarly publisher with recognition of exceptional or substantial service
- Principle planner/organizer of a program/workshop or other activities on behalf of professional groups
- Initiation of new library/university facilities, programs, resources, or services of substantial importance in any format and beyond the scope of normal FES 1 Librarianship responsibilities
- Exceptional* level of community engagement, including but not limited to partnership with educational institutions, other libraries, civic agencies, and/or non-profit organizations to advance the Library and/or University mission
- Pursuit and acquisition of major library donations, gifts, or grants that are aligned with service to the library or university and beyond the scope of normal FES 1 Librarianship responsibilities

- Receipt of an award or other recognition for outstanding service (e.g., University Excellence in Service Award, competitive/selective service award from a professional organization)
  * The terms impactful and exceptional commitment have been left deliberately vague. Since this document cannot possibly anticipate all circumstances, this language creates flexible space for an individual to present evidence and make a case for why they believe a specific activity is worthy of additional recognition.

Hours-based service activities include but are not necessarily limited to:

- University orientation
- Library Council
- Supervision of a library volunteer/intern
- Participation on committees of the library, university, or professional organizations (in any role, member, officer, etc.)
- Informal engagement in professional organizations, e.g., active in listserv discussions, volunteering to help/work at meetings/conferences, etc.
- Development of new Library events, programs, or services (including collaborating with other University units) for the campus community which advance the mission, goals and objectives of the Library and/or the University beyond normal job duties;
- Civic engagement, community outreach, and community volunteerism[#] activities, **as defined in Appendix A**
- Transcription of materials for libraries, cultural heritage, or similar institutions
- Mentoring in a formal program (e.g., for minority student(s), junior faculty, external organizations(s), etc.)
- Adjudication for academic competitions
- Editing a newsletter for a professional organization
- Editorial board member, associate/section editor, or similar for a journal/periodical
- Community engagement, including but not limited to partnership with educational institutions, other libraries, civic agencies, and/or non-profit organizations to advance the Library and/or University mission
- Organization of, or presentation at, professional development program(s) beyond normal job duties
- Consulting and providing technical assistance or expertise to public or private organizations

  [#] Community volunteerism, as defined in Appendix A, should comprise no more than 25% of the total hours.

Clarification Notes:
Ex officio NGL working groups or teams (e.g., Instruction Team, Sirsi Team, etc.) are considered distinct from NGL committees. Participation in ex officio NGL working groups/teams, and attendance at regular departmental and faculty meetings, does not constitute service.

A "committee" sometimes may be called a "task force," "working group," or similar; where "committee" is used in this section, those other terms qualify as well, unless specifically noted otherwise.

Examples of Optional Documentation

Activity	Examples of Possible Evidence
Service activity	• Evidence of appointment or invitation, if applicable (appointment letter, committee roster, etc.) • Summary of activities / contributions • Hours served • Samples of outcomes (e.g., materials created, number of people served, etc.) • Acknowledgement of service, if received • Award, if applicable • When appropriate, description of organization or institution, mission, your role in context, etc. • Other relevant documentation as appropriate (e.g., correspondence, photo, etc.) *NOTE: You do not need to provide ALL this evidence for ALL your activities. Many of your activities do not even require evidence unless you are trying to make a particular case about impactful or exceptional work.*

Appendix A: Service Terminology Definitions

Informed by the SHSU Center for Community Engagement

COMMUNITY ENGAGEMENT Sam Houston State University uses the Carnegie Foundation definition of community engagement: Community engagement describes collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity. The purpose of community engagement is the partnership of college and university knowledge and resources with those of the public and private sectors to:

1. Enrich scholarship, research, and creative activity,
2. Enhance curriculum, teaching, and learning,
3. Prepare educated, engaged members of society,
4. Strengthen democratic values and civic responsibility,
5. Address critical societal issues,
6. Contribute to the public good.

ACADEMIC COMMUNITY ENGAGEMENT (ACE): Academic Community Engagement (ACE) is a formal designation given to courses that employ a teaching method that combines academic instruction with community engagement. This pedagogy requires students to use the skills, knowledge, and dispositions learned in the classroom to collaborate with community partners to contribute to the public good. ACE courses must include:
1. a statement about why it is an ACE course,
2. a description of how the graded experience is linked to course learning objectives,
3. at least the minimum number of hours expected for each student to commit to the ACE experience,
4. and student reflection on the ACE experience. ACE experiences are assessed each semester.

CIVIC ENGAGEMENT Civic Engagement at SHSU is an activity that fosters citizenship through participation in opportunities related to current events and governance activities. Civic engagement may take many forms sharing elements of community engagement and/or public service.

PUBLIC SERVICE Public Service at SHSU includes community outreach and volunteer opportunities in which university entities (colleges, departments, faculty, staff, and students) provide expertise and resources, services and support to or for communities and the general public. It can also refer to volunteer activities in which university entities participate in community-led initiatives. Note that

"community service" is sometimes NOT voluntary, but a mandatory sentence, and we therefore avoid using the term "community service."

COMMUNITY OUTREACH: Community Outreach is a type of public service in which the university as an institution or its members (students, faculty, staff) *design and provide* programs, initiatives, special events, resources, or expertise for community use or participation.

COMMUNITY VOLUNTEERISM: Community Volunteerism is a type of public service in which community entities identify community needs and develop programs or initiatives that university students, faculty or staff choose to participate in or otherwise support.