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

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: Management, Marketing, and Information Systems

College/Unit:
☐ CAM   ☐ COCJ   ☐ CHSS   ☐ COM   ☐ NGL
☑ COBA   ☐ COE   ☐ COHS   ☐ COSET

Standard:
◉ Promotion and Tenure   ○ Post-Tenure Review   ○ Faculty Evaluation System (FES)

Contact:
Name (first & last): Gerald Kohers
SHSU Email: Kohers@shsu.edu
Phone: 4-1255

Approved By:

Gerald Kohers
Gerald Kohers (Dec 2, 2022 17:17 CST)
Department Chair

Sharmistha Self
Sharmistha Self (Dec 2, 2022 17:40 CST)
College Dean

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Provost & Sr. VP for Academic Affairs

College of Business Administration
Department of Management, Marketing, and Information Systems

Promotion and Tenure (P&T) Standards

Prepared by the Tenured and Tenure Track Faculty of the Department of Management, Marketing, and Information Systems

Approved by:

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Jason Riley, PhD
Associate Professor
DPTAC Chair

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Gerald Kohers, PhD
Professor
Department Chair

_____

Shar Self, PhD
Dean
College of Business Administration

College of Business Administration
Department of Management, Marketing, and Information Systems
Promotion and Tenure Standards
Developed Fall 2022

Academic Policy Statement (APS) 90417 (May 2022), "Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty" is the university policy that guides the promotion and tenure process at Sam Houston State University (SHSU). The SHSU Department of Management, Marketing, and Information Systems uses *APS 90417* to guide the Department in processes, timelines, definitions, and requirements of the Promotion and Tenure procedures. These items apply universally across the university and the Department of Management, Marketing, and Information Systems adheres to those requirements.

Section 5 of APS 90417 allows the tenured and tenure-track faculty of the Department of Management, Marketing, and Information Systems to develop departmental specific standards of performance for Promotion and Tenure within the department subject to the approval of the department chair, college dean, and university provost.

The policy (*90417*) also defines the categories of performance as 1) Teaching, 2) Scholarly and/or Creative Accomplishments (the department substitutes the title "Research"), and 3) Service.

During the Fall 2022 semester, the tenured and tenure-track faculty of the Department of Management, Marketing, and Information Systems met and developed the departmental standards for the three (3) categories of performance. They are provided on the following pages.

Unique to the College of Business Administration (COBA)

COBA is accredited by the Association to Advance Collegiate Schools of Business (AACSB, International). One of the categories reviewed by AACSB is the faculty qualifications of the college's faculty. COBA determines the requirements for the various status levels of faculty qualifications. In the Department of Management, Marketing, and Information Systems, candidates for promotion and/or tenure must meet COBA's standards for faculty qualifications related to AACSB accreditation. In general, doctoral qualified faculty should meet the "Scholarly Academic" or "Practice Academic" category.   In no instance should a doctoral qualified faculty member be "Other." Faculty classified as "Other" will not be tenured or promoted in the Department of Management, Marketing, and Information Systems.

For Promotion to **Associate Professor and/or Tenure**

*APS 900417 (May 2022) Policy Standards related to **Teaching** (page 8):*
- *"Sustained effective teaching and mentoring of students as documented by student evaluations and peer and chair review. Other possible measures may include an exemplary record of academic advisement, supervision of student research, or thesis/dissertation direction, as appropriate for the discipline"*

- *"Sustained contribution to program support, such as course and curriculum development, innovations in teaching methodology, electronic instruction development, or participation in interdisciplinary academic programs"*
- *"Participation in professional development activities to update skills or to gain new expertise"*

<u>Department of Management, Marketing, and Information Systems Standards</u>**:**

Candidates for promotion to associate professor and tenure will provide evidence of a sustained pattern of effective **teaching** and contribution to the academic program. Evidence of a sustained pattern may include:

- Sustained Pattern of Satisfactory Annual FES 1 and FES 2 scores.
- Positive Annual DPTAC Reviews.
- Positive Annual Probationary Faculty Reviews from the Department Chair.
- Contributions to the university, college, and Management, Marketing, and Information Systems program, including but not limited to, course and curriculum development, innovations in teaching methodology, electronic instruction development, or participation in interdisciplinary academic programs.
- Participation in professional development activities to update skills, gain new expertise, or maintain/attain professional designations relevant to the Management, Marketing, and Information Systems profession or teaching.
- Substantial compliance with all mission-critical, teaching-related policies and standards of the department, college, and university.

<u>For Promotion to **Professor and/or Tenure**</u>

*APS 900417 (May 2022) Policy Standards related to **Teaching** (page 9):*
- *"Sustained, effective teaching and mentoring of students as documented by student evaluations and peer and chair review. Other measures may include an exemplary record of academic advisement, supervision of student research, or thesis/dissertation direction, as appropriate for the discipline since the last promotion"*
- *"Leadership in program support, such as course and curriculum development, innovations in teaching methodology, electronic instruction development, participation in interdisciplinary programs, or mentoring of less-experienced faculty"*
- *"Participation in professional development activities to update skills or to gain new expertise"*

<u>Department of Management, Marketing, and Information Systems Standards</u>**:**

Candidates for promotion to professor from associate professor will provide evidence of a sustained pattern of effective **teaching** and contribution to the academic program. Evidence of a sustained pattern may include:

- Sustained Pattern of Satisfactory Annual FES 1 and FES 2 scores.
- Positive Annual DPTAC Reviews.
- Positive Annual Reviews from the Department Chair.
- Leadership in contributions to the university college, and Management, Marketing, and Information Systems program, including but not limited to, course and curriculum development,

innovations in teaching methodology, electronic instruction development, or participation in interdisciplinary academic programs.
- Participation in professional development activities to update skills, gain new expertise, or maintain/attain professional designations relevant to the Management, Marketing, and Information Systems profession or teaching.
- Leadership in compliance with all mission-critical, teaching-related policies and standards of the department, college, and university.

For Promotion to **Associate Professor and/or Tenure**

*APS 900417 (May 2022) Policy Standards related to **Research** (page 8) states: "sustained pattern of peer-reviewed research/publications, creative activities, or scholarly work that contributes to the applicant's discipline; evidence of growth in quality/significance of scholarly or creative contributions"*

Department of Management, Marketing, and Information Systems Standards:

Candidates for promotion to associate professor and tenure will provide a portfolio of adequate intellectual contributions. At this stage in one's career, the intellectual contributions will be heavily weighted towards peer-reviewed journal articles. The portfolio of intellectual contributions will:
- Provide evidence of a focused research agenda and increasing depth and/or breadth of exploration in one's scholarly activities over time.
- Exhibit rigor and originality as evidenced by the quality of the outputs. The quality of journal articles will be determined by the *Quality* and *Higher Quality* definitions used in the Department's FES 3 standards.
- Reflect sufficient quantity of outputs. Publications should average approximately one *Quality* publication per year. *Higher Quality* publications may allow for some flexibility in the average number expected.

In addition to published journal articles, the candidate may demonstrate additional considerations to establish the adequacy of his or her research record for promotion and/or tenure that include, but are not limited to, the following:
- Presentations, grants, consulting reports, textbook chapters, and other activities related to the candidate's research interests.
- Impact of the candidate's work as established through the citation of his/her work by other published academic studies or media outlets over the probationary period.
- The role and contributions of the candidate in published works, if known, by members of the department DPTAC committee through collaboration as coauthors.
- Extenuating circumstances (e.g., tolling, extended illness) considered by the department DPTAC and chair.

For Promotion to **Professor and/or Tenure**

*APS 900417 (May 2022) Policy Standards related to **Research** (page 9) states: "leadership in peer-reviewed research/publication, grantsmanship, creative activities, or scholarly work that contributes to*

the applicant's discipline; evidence of growth in quality/significance of scholarly or creative contributions; sustained contribution to the intellectual culture of the University"

<u>Department of Management, Marketing, and Information Systems Standards:</u>

Candidates for promotion to professor from associate professor will provide a portfolio of adequate intellectual contributions. At this stage in one's career, the intellectual contributions will still include peer-reviewed journal articles but may also include more emphasis on other types of outlets such as presentations, research grants, monographs, consulting reports, textbooks, technical manuals, and other activities related to the candidate's research interests. The portfolio of intellectual contributions will:

- Provide evidence of a focused research agenda resulting in depth and/or breadth of exploration in one's scholarly activities.
- Exhibit rigor and originality as evidenced by the quality of the outputs. The quality of journal articles will be determined by the *Quality* and *Higher Quality* definitions used in the Department's FES 3 standards. The quality of other outputs will be judged by their contribution to the establishment of the reputation of the candidate as an expert in the field.
- Reflect sufficient quantity of outputs. There should still be sufficient output of publications and other intellectual contributions to establish and maintain the reputation of the candidate as an expert in the field.

The candidate may demonstrate additional considerations to establish the adequacy of his or her research record for promotion that include, but are not limited to, the following:

- Impact of the candidate's work as established through the citation of his/her work by other published academic studies or media outlets over the period since last promotion.
- Areas of focus in the candidate's research portfolio that reflect growing expertise and depth in a particular field (e.g., ICs built on previous work by the candidate, invited presentations, etc.).
- The assumption of leadership roles through the collaboration and mentoring of junior faculty in the creation and development of ICs.
- The enrichment of departmental or college-level research culture through the initiation of research workshops.
- Extenuating circumstances (e.g., tolling, extended illness) considered by the department DPTAC and chair.

<u>For Promotion to **Associate Professor** and/or Tenure</u>

*APS 900417 (May 2022) Policy Standards related to **Service** (page 8):*
- *"Sustained, documented service to the University, profession, or community, as appropriate for the discipline"*
- *"Demonstrated effectiveness as a contributing member in accomplishing the goals of the department/college/University"*

<u>Department of Management, Marketing, and Information Systems Standards:</u>

Candidates for promotion to associate professor and tenure will provide evidence of a sustained pattern of:

- Attending mandatory events and attending and contributing to non-mandatory events, of the department, college, and university; AND
- Serving on and contributing to various active committees of the department, college, university and/or academic, professional or community organization.
- Participating in other discipline appropriate service activities as outline in the FES 4 standards.

For Promotion to **Professor** and/or Tenure

*APS 900417 (May 2022) Policy Standards related to **Service** (page 9):*
- *"Sustained, documented leadership in service to the University, profession, or community, as appropriate for the discipline"*
- *"Demonstrated leadership in accomplishing the goals of the department/college/University"*

Department of Management, Marketing, and Information Systems Standards:

Candidates for promotion to professor from associate professor will continue to provide evidence of a sustained pattern of the activities outline for initial promotion to associate professor. In addition, the candidate will provide evidence of a sustained pattern of service leadership, such as:

- Creating and hosting a non-mandatory event of the department, college, or university.
- Chairing various active committees of the department, college, university or academic, professional or community organization.
- Leading a discipline-related academic, business, profession, or community organization.
- Serving as a conference chair/program chair or host.
- Serving as a journal editor, associate editor, or editorial board member of a discipline appropriate publication.
- Sponsoring and/or Advising a discipline appropriate student organization

In addition to these examples, receiving a service award from the department, college, university and/or academic, professional or community organization can serve as demonstrated effectiveness showing accomplishment of service.