



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: Department of Criminal Justice & Criminology

College/Unit:

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

William Wells

Department Chair

Phillip M. Lyons

College Dean

Provost & Sr. VP for Academic Affairs

STANDARDS OF PERFORMANCE

Guidelines for Tenure and Promotion

Department of Criminal Justice & Criminology

The standards for tenure and promotion in the Department of Criminal Justice and Criminology (CJC) at Sam Houston State University (SHSU) reflect a commitment to academic excellence. In order for tenure and/or promotion to be awarded, the candidate must have demonstrated a commitment to academic excellence. This policy sets forth the standards for tenure and promotion in the Department of CJC. These standards are consistent with SHSU Academic Policy 900417, and the rules and regulations set forth by The Texas State University System (TSUS).

For Award of Tenure – Promotion to Associate Professor

Candidates must possess the terminal degree appropriate to the discipline and under usual circumstances, must have served at least five and one-half years as an Assistant Professor. Consistent with SHSU's Academic Policy Statement 900417, time in rank is a pre-condition for tenure and promotion. Candidates must demonstrate a sense of consistency and growth in their teaching and scholarly activities and provide evidence of their emerging stature as a regional or national authority, a spirit of collaboration and cooperation within their academic department, and a likelihood of continuing excellence. Specific guidelines include but are not limited to:¹

Teaching:

- High teaching evaluations as established by both student and administrative evaluations of performance.
- Evidence of teaching development and incorporation of new materials that demonstrate currency in the field.
- Use of effective classroom communication skills and equitable procedures in measuring student performance.
- Evidence of increasing involvement with students (e.g., advising, mentorship, student organizations, and other student activities).
- Evidence of participation on thesis, portfolio, and dissertation committees.
- Increasing participation in curriculum planning and development.
- Attendance at or participation in professional development programs pertaining to teaching, such as conferences, colloquia, seminars, workshops, or short courses.
- Adherence to department, college, and university policies and practices that pertain to teaching.
- Evidence of performance that promotes an environment for preparing the next generation of criminal justice professionals and scholars.

¹ According to Academic Policy 900417, "A faculty member cannot be promoted to the rank of associate professor without a concomitant award of tenure" (2.04).

Research and Scholarly Activity:

- Active participation in scholarly achievement:
 - Sustained publication / acceptance of articles in refereed or peer-reviewed journals.
 - Attempts to secure internal or external funding in support of scholarly activity
 - Presentations of scholarly papers or works at regional, state, or national professional functions or venues (e.g., ACJS or ASC); or other externally evaluated scholarly activities
 - Memberships in appropriate regional and national professional societies.
- Demonstrated potential of sustained growth in scholarly activity.
- Attendance at or participation in professional development programs pertaining to research, such as conferences, colloquia, seminars, workshops, or short courses.
- Adherence to department, college, and university policies and practices that pertain to scholarly activities.
- Evidence of performance that promotes an environment consistent with a high-ranking doctoral degree granting department within an R2 university.

Service:

- Increasing record of (pro bono) service to the department, college, university, and profession (this includes service to committees, organizations, or working groups). Service to the community is also encouraged.
- Demonstrated potential of future leadership in the department, college, university, and profession.
- Evidence of completing committee responsibilities and other assignments and reports in a timely manner.
- Evidence of effectively and responsibly representing faculty and the department on department, college, university, and professional committees.
- Evidence of performance that promotes an environment that advances the department's service mission to the college, university, and multiple communities.

For Promotion to Professor

For most, the rank of Professor is the highest academic rank at the University. For promotion to this rank, candidates must possess the terminal degree appropriate for the discipline. Under usual circumstances, a candidate must have served a minimum of five and one-half years as Associate Professor. Consistent with SHSU's Academic Policy Statement 900417, time in rank is a pre-condition for promotion. A candidate must demonstrate the highest levels of attainment in the criteria appropriate to their work assignments including a history of leadership and cooperation at all university levels, and a likelihood of continuing excellence and achievement. Specific criteria for promotion to the rank of Professor include:

Teaching:

- High teaching evaluations as established by both student and administrative evaluations of performance.
- Evidence that teaching innovations and updated materials are incorporated regularly into the classroom, demonstrating currency in the field.
- Sustained record of student support, assistance, and mentorship.
- Demonstrated evidence of participation in program and curriculum enhancement, development, or planning.
- Evidence of participating on and chairing thesis, portfolio, and dissertation committees.
- History of regular attendance at or participation in professional development programs pertaining to teaching, such as conferences, colloquia, seminars, workshops, or short courses.
- Adherence to department, college, and university policies and practices that pertain to teaching.
- Evidence of performance that promotes an environment consistent with the leading role the department plays in preparing the next generation of criminal justice professionals and scholars.

Research and Scholarly Activity:

- Record of sustained scholarly activity as evidenced by publication of articles in refereed or peer-reviewed journals.
- Publication of books, editorships, awards, receipt of grants and contracts.
- Sustained participation in professional societies as evidenced by presentations of papers at professional venues or other equivalent activity associated with professional conferences, or any other peer-evaluated scholarly activity with regional or national recognition (e.g., ASC or ACJS).
- History of regular attendance at or participation in professional development programs pertaining to research, such as conferences, colloquia, seminars, workshops, or short courses.
- Evidence of nation-wide reputation for professional excellence and accomplishment.
- Adherence to department, college, and university policies and practices that pertain to scholarly activities.

- Evidence of performance that promotes an environment consistent with a high-ranking doctoral degree grant department within an R2 university.

Service:

- Sustained record of (pro bono) service to the department, college, university, profession, and community (This includes service to committees, organizations, or working groups). Community service is also encouraged.
- Demonstrated leadership in the department, college, university, and profession.
- Evidence of completing committee responsibilities and other assignments and reports in a timely manner.
- Evidence of effectively and responsibly representing faculty and the department on department, college, university, and professional committees.
- Evidence of performance that promotes an environment that advances the department's service mission to the college, university, and multiple communities.