



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: Counselor Education

College/Unit:

- | | | | | |
|-------------------------------|---|-------------------------------|--------------------------------|------------------------------|
| <input type="checkbox"/> CAM | <input type="checkbox"/> COCJ | <input type="checkbox"/> CHSS | <input type="checkbox"/> COM | <input type="checkbox"/> NGL |
| <input type="checkbox"/> COBA | <input checked="" type="checkbox"/> COE | <input type="checkbox"/> COHS | <input type="checkbox"/> COSET | |

Standard:

- Promotion and Tenure
 Post-Tenure Review
 Faculty Evaluation System (FES)

Contact:

Name (first & last): Jessica Sides

SHSU Email: JJS083@shsu.edu

Phone: 936-294-3845

Approved By:

Seth Olson

Department Chair

Stacey Victor

Stacey Victor (Dec 1, 2022 13:57 CST)

College Dean

Provost & Sr. VP for Academic Affairs

Tenure and Promotion Guidelines – Assistant to Associate Professor Counselor Education Department

The Tenure and Promotion Guidelines for the Counselor Education Department are based on [Academic Policy 900417](#) and are consistent with the categories and standards of performance concerning faculty reappointment, tenure, and promotion. Faculty members are expected to encompass a professional counselor and counselor educator identities related to the below categories of performance. All materials will be submitted to watermark for review.

Categories of Performance:

1. Teaching

At the time of the promotion/tenure election, it is expected the non-tenured faculty member will have a record of sustained effective teaching and mentoring of students. Examples of activities/materials which show evidence of teaching, include, but are not limited to:

- a) Scores at least equal to the average of the university in the area of teaching.
- b) Utilizing current research and practices in courses as appropriate.
- c) Participating in curriculum development and course revisions as required by the university and our accreditation body (Council for Accreditation of Counseling & Related Educational Programs- CACREP).
- d) Improving teaching by making changes to courses based on results of annual assessments and grading rubrics of CACREP standards.
- e) Using opportunities for inclusion of technology into courses to enhance instruction and learning experiences for students.
- f) Participation in annual review of each student as required by CACREP.
- g) Participation in academic advisement and mentoring of students.
- h) Supervision of students in department clinics.
- i) Chair of doctoral dissertation committee.
- j) Evidence of professional development with respect to teaching.

2. Scholarship

At the time of the promotion/tenure election, it is expected the non-tenured faculty member will have a sustained pattern of peer-reviewed research and show evidence of growth in quality and significance of scholarly contributions. Examples of activities/materials, which demonstrate evidence of scholarship, include, but are not limited to:

- a) Publications in peer-reviewed journals in counseling and counseling related journals that contribute to the counseling discipline (average at least one peer-reviewed journal article a year with at least three being data-based articles).
- b) Presentations at counseling and related state, regional/and or national/international conferences where peer-review is used to determine acceptance (average one peer-reviewed presentation per year).

- c) Participating in grant writing teams to secure funds for research relevant to counseling and clinical supervision.

3. Service

At the time of the promotion/tenure election, it is expected the non-tenured faculty member will have sustained, documented service to the university, college, department, profession, and community. Examples of activities/materials, which demonstrate evidence of service, include, but are not limited to:

- a) Active attendance and involvement in program, department, and/or university committee assignments.
- b) Significant special service at the departmental level (e.g., program coordinator, clinic director).
- c) Technology developed or maintained for program, department, college, or university use. This may refer to the use of social media or a web presence.
- d) Other accomplishments in support of the program, department, school, higher education institutions, or other organizations.
- e) Membership, committee, and/or leadership positions in local, state, and/or national professional organizations.
- f) Editorial review boards of professionally recognized journals.
- g) Proposal review for professional conferences and/or organizations.
- h) Proposal review for grant-awarding agencies.
- i) Serving as a committee member on doctoral student dissertations.
- j) Assists with the recruitment and retention of students for programs.
- k) Maintain ACTIVE membership within counseling and related professional organizations.

Counselor Education Department

The Tenure and Promotion Guidelines for the Counselor Education Department are based on Academic Policies 900417 and 980204 are consistent with the categories and standards of performance concerning faculty reappointment, tenure, and promotion. Faculty members are expected to encompass a professional counselor and counselor educator identities related to the below categories of performance.

Categories of Performance:

1. Teaching

At the time of the promotion election, it is expected the Associate Professor will have a record of sustained effective teaching and mentoring of students. Examples of activities/materials, which show evidence of teaching, include, but are not limited to:

- a) Scores on IDEA Evaluation which are at least equal to the average of the university in the area of teaching.
- b) Use of current research and practices in courses as appropriate.
- c) Participation in curriculum development and course revisions as required by the university and our accreditation body (Council for Accreditation of Counseling & Related Educational Programs- CACREP).
- d) Improvement to courses based on results of annual assessments (i.e., student surveys, IDEA) and grading rubrics of CACREP standards.
- e) Development of new courses.
- f) Coordination of various coursework within the department (mentoring adjunct faculty and other faculty on syllabi and course materials).
- g) Using opportunities for inclusion of technology into courses to enhance instruction and learning experiences for students.
- h) Participation in annual review of each student as required by CACREP.
- i) Participation in academic advisement and mentoring of students.
- j) Supervision of student research.
- k) Chairing of doctoral dissertation committees.
- l) Supervision of students in department clinics.
- m) Engagement in professional development with respect to teaching.

2. Scholarship

At the time of the promotion election, it is expected the Associate Professor will have a sustained pattern of leadership in peer-reviewed research and demonstrates evidence of growth in quality and significance of scholarly contributions. Examples of activities/materials, which demonstrate evidence of scholarship, include, but are not limited to:

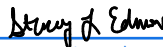
- a) Publication in peer-reviewed journals in counseling and counseling related journals that contribute to the counseling discipline (average at least one peer-reviewed journal article a year as first author with at least three being data-based articles).

- b) Authoring books or book chapters that incorporate the expertise of the candidate.
- c) Lead presenter at presentations at counseling and related state, regional/and or national/international conferences where peer-review is used to determine acceptance (average one peer-reviewed presentation per year).
- d) Lead role on grant writing teams to secure funds for research relevant to counseling, clinical supervision or counselor education.

3. Service

At the time of the promotion election, it is expected the Associate Professor will have sustained, documented leadership service to the university, college, department, profession, and community. Examples of activities/materials, which demonstrate evidence of service, include, but are not limited to:

- a) Active attendance and involvement in program, department, and/or university committee assignments.
- b) Significant leadership service at the departmental level (e.g., program coordinator, clinic director, chair of committees [faculty search, advisory]).
- c) Development of technology for program, department, college, or university use. This may refer to the use of social media or a web presence.
- d) Other accomplishments in support of the program, department, school, higher education institutions, or other organizations.
- e) Leadership positions in local, state, and/or national professional organizations.
- f) Editorial review boards of professionally recognized journals.
- g) Proposal review for professional conferences and/or organizations.
- h) Proposal review for grant-awarding agencies.
- i) Serving as a committee member on doctoral student dissertations.
- j) Assisting with the recruitment and retention of students for programs.
- k) Maintaining active membership within counseling and related professional organizations.
- l) Participation in professional development activities to update skills or to gain new expertise.

APPROVED: 

 Stacey L. Edmonson, Dean

DATED: _____

APPROVED: _____
 Michael T. Stephenson, Provost and Senior
 Vice-President

DATED: _____

