



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: Educational Leadership

College/Unit:

CAM COCJ CHSS COM NGL
 COBA COE COHS COSET

Standard:

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

Contact:

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Approved By:

Kathleen Rice

 Department Chair

Stacey Victor

 Stacey Victor (Dec 15, 2022 22:55 CST)

College Dean

 Provost & Sr. VP for Academic Affairs

NON-TENURED FACULTY GUIDELINE/EXPECTATIONS FOR TENURE AND PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR

Department of Educational Leadership Sam Houston State University

It is the belief of the tenured faculty in the Department of Educational Leadership that our mission is best accomplished in a culture of communication, collaboration, and teamwork. In order to realize our vision for quality programs and a dynamic, productive, student- and service-oriented department, faculty must be visible and available to each other and to students. It is expected that tenure track faculty will exhibit ownership and commitment to the department's mission, goals and projects. Each faculty member is expected to attend (and contribute as appropriate) university, College of Education, departmental and program meetings and be available to students, faculty, and administration on a regular basis.

Each tenure track faculty member is encouraged to utilize every resource and opportunity available to further his/her professional development. Special emphasis should be placed on teaching, scholarly activity, and service. Positive student-teacher interactions are crucial to the programs in the Department of Educational Leadership, and each faculty member is expected to demonstrate that s/he has effectively taught the prescribed curriculum related to certification and licensure and has made efforts to improve the content and quality of his/her curriculum and classroom performance during the probationary period.

Each member of the faculty is responsible for accumulating and providing for review all pertinent documentation required by the Department of Educational Leadership, the College of Education, and Sam Houston State University. Each faculty member is further encouraged to accumulate any additional documentation that can be used as an indication of the faculty member's professional activities and contributions to the Department of Educational Leadership. Documentation should include but is not limited to the following:

A. Teaching

Our department holds a higher average score than the college or the university on the university student evaluation of teaching system. At the time of the promotion/tenure election, it is expected that the non-tenured faculty member will have a score at least equal to the average of the university in the area of teaching.

Other activities/materials, which are valued, include, but are not limited to:

1. New courses developed.
2. New material integrated into existing courses to update their content

3. Teaching overloads/workloads.
4. Assuming coordination of various coursework within the dept.
5. Use of technology and/or pedagogy to the educational process.
6. Written documentation demonstrating student appreciation or support, such as thank you letters, a letter from Student Life where graduates state faculty have had a particularly important impact on their education, faculty evaluation forms, or any other form of documentation supporting the faculty member's contributions to a student(s) academic development.
7. Academic advisement and supervision of students.
8. Evidence of professional development with respect to teaching.

B. Research and Scholarly Activity

Department of Educational Leadership faculty members are expected to show evidence of an exemplary level of scholarly activity. Non-tenured faculty members are expected to have 15 of the following activities over the 5-year period. **Ten are expected to be from B1 and/or B2 below:**

Activities in this category are limited to:

1. Refereed journal articles, books, or book chapters in the field. For any articles published that require a form of payment, the faculty member must provide evidence the journal is reputable, scholarly, and legitimate.
2. Major External Grants written, submitted, and/or obtained as a principal or co-principal author. If counted in this category, the grant(s) may not be counted in the area of Professional Service.
3. Presentation at a professional meeting
4. Publication in a recognized popular or trade journal, newsletter, or invited presentations
5. Editor/co-editor of a professionally recognized journal.
6. Other forms of scholarship (Justification required).

C. Professional Service

The Department of Educational Leadership faculty members are encouraged to work closely with their department, programs, the College of Education, and Sam Houston State University colleagues as well as schools, higher education institutions, and professional organizations.

Evidence of service activity may include but is not limited to:

1. Program, department, college, and/or university committee assignments.
2. Significant special service at the departmental level (e.g., program coordinator).

3. Technology developed or maintained for program, department, college, or university use. This may refer to the use of social media or a web presence.
4. Other accomplishments in support of the program, department, school, higher education institutions, or other organizations.
5. Membership, committee, and/or leadership positions in local, state, and/or national professional organizations.
6. External funding and/or resources. If counted in this category, grant(s) may not be counted in the area of Research and Scholarly Activity.
7. Editorial review boards of professionally recognized journals.
8. Proposal review for professional conferences and/or organizations.
9. Proposal review for grant-awarding agencies.
10. Serving as a committee member on doctoral student dissertations.
11. Assists with the recruitment and retention of students for programs.
12. Contributes to the functioning of the department by doing their part to ensure the success of department programs.

PROMOTION TO PROFESSOR

Department of Educational Leadership Sam Houston State University

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Each tenure track faculty member is encouraged to utilize every resource and opportunity available to further his/her professional development. Special emphasis should be placed on teaching, scholarly activity, and service. Positive student-teacher interactions are crucial to the programs in the Department of Educational Leadership, and each faculty member is expected to demonstrate that s/he has effectively taught the prescribed curriculum related to certification and licensure and has made efforts to improve the content and quality of his/her curriculum and classroom performance during the probationary period.

Each member of the faculty is responsible for accumulating and providing for review all pertinent documentation required by the Department of Educational Leadership, the College of Education, and Sam Houston State University. Each faculty member is further encouraged to accumulate any additional documentation that can be used as an indication of the faculty member's professional activities and contributions to the Department of Educational Leadership. Documentation should include but is not limited to the following:

For promotion to Professor, candidates must possess the appropriate terminal degree and normally must have served at least five and one-half years as an Associate Professor. A candidate must demonstrate the highest levels of attainment in the criteria appropriate to his/her work assignment, a history of leadership, and cooperation at all university levels, and a likelihood of continuing excellence and achievement. Candidates should note that promotion to Professor does not come automatically or with length of service. Guidelines for consideration for promotion to Professor include:

A. Teaching

Activities/materials, which are valued, include, but are not limited to:

- Higher than average teaching performance on the student evaluation instrument, including the supporting documentation for that instrument (an essential criterion).
- Sustained evidence of teaching development and incorporation of new materials and technology where appropriate.
- Evidence of involvement in students' academic lives through informal mentoring, serving on thesis/dissertation committees or encouraging/supervising other student research projects.
- Sustained record of participation in curriculum planning and development.
- New courses developed.
- New material integrated into existing courses to update their content.
- Teaching overloads/workloads.
- Assuming coordination of various coursework within the department.
- Use of technology and/or pedagogy to the educational process.
- Written documentation demonstrating student appreciation or support, such as thank you letters, a letter from Student Life where graduates state faculty have had a particularly important impact on their education, faculty evaluation forms, or any other form of documentation supporting the faculty member's contributions to a student(s) academic development.
- Academic advisement and supervision of students.
- Evidence of professional development with respect to teaching.

B. Research and Scholarly Activity

The Department of Educational Leadership faculty members are expected to show evidence of an exemplary level of scholarly activity. Activities/materials, which are valued, include:

- Record of sustained scholarly activity as evidenced by publication of articles in peer-reviewed journals, publication of books, editorships, awards, receipt of external grants and contracts (an average of one or more per year with at least 75% being peer-reviewed works). Note. For any articles published that require a form of payment, the faculty member must provide evidence the journal is reputable, scholarly, and legitimate.
- Faculty members are expected to have a defined line of research.
- Faculty members are expected to assume a leadership role in research and scholarly activity. This leadership role can be demonstrated through, but not limited to:
 - Publishing refereed articles with graduate students.
 - Presenting at professional conferences with graduate students.
- Faculty members are expected to assume a leadership role in mentoring. This leadership role can be demonstrated through, but not limited to:
 - Mentoring other faculty members in research and scholarship.
 - Mentoring graduate students in research and scholarship.
- Models sustained growth in scholarly activity.

- Participation in professional organizations as evidenced by the presentation of papers or other peer-reviewed scholarly activity.

C. Professional Service

Activities/materials, which are valued, include, but are not limited to

- A sustained record of continuing service and leadership to the university, profession, and community.
- Sustained leadership in service to the program and to the department.
- Contributes to the profession by such activities as peer reviewing articles, leading research teams, organizing research seminars and symposia, and mentoring junior faculty in teaching, advising, research, and grant writing.
- Serves as a committee member on doctoral student dissertations.
- Serves as a chair/co-chair on doctoral student dissertations.
- Completes committee responsibilities and other assignments and reports in a timely manner

DPTAC Submission Guidelines
Department of Educational Leadership

1. Full CV in APA format; reverse chronological order (prefer current APA ed.)
2. FES narratives include:
 - a. Scholarship: FES Narrative* (highlighted BEST work) plus annual** list of publications and presentations (include impact metrics, if available)
 - b. Service: FES Narrative* (highlighted BEST work). Add an annual** list of service activities for year
 - c. Teaching: FES Narrative* (highlighted BEST work) plus summary table of annual** IDEA scores. See example summary table provided.
3. Publications: Upload published works for the year
4. IDEA: Upload all IDEA forms and comments for the year. Include the IDEA Table of scores for the current year. If you are being reviewed for 3 years, submit 3 years of scores and the same for 5 years.
5. Cover Letter (Optional)

* narrative consists of sentences and paragraphs as compared to a list

**annual means calendar year. For 3yr, 5yr, or promotion reviews, please upload all documents to Watermark to be considered by the DPTAC committee.

Deadline: Upload all DPTAC documentation to Watermark in PDFs before midnight on the second Monday in January (refer to timetable outlined in [Sam Houston State University Academic Policy Statement 900417](#)). The committee may request Word documents from time to time.

Committee Members Present:

Dr. Susan Skidmore (Chair)

Dr. Julie Combs

Dr. Paul Eaton

Dr. Matt Fuller

Dr. Peggy Holzweiss

Dr. Fred Lunenburg


Dr. Cynthia Martinez-Garcia

Dr. Nara Martirosyan

Dr. Ric Montelongo

Dr. Patrick Saxon

Dr. John Slate

APPROVED: 
Stacey Victor (Dec 15, 2022 22:55 CST)
Stacey L. Edmonson, Dean

DATED: 12/15/2022

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

DATED: _____