



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 Engineering Technology

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 type="checkbox"/> COE	<input type="checkbox"/> COHS	<input checked="" type="checkbox"/> COSET	

Standard:

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

Contact:

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Approved By:

Department Chair

College Dean

Provost & Sr. VP for Academic Affairs

Faculty Reappointment, Tenure and Promotion Standard
Faculty Promotion Standard
Post-Tenured Faculty Evaluation Standard

Department of Engineering Technology
College of Science and Engineering Technology

Award of Tenure and Promotion to Associate Professor or Professor

Candidates must possess a terminal degree appropriate to the discipline and under usual circumstances, must have served five and one-half years (prior service credit up to three years may be applied) as an Assistant Professor, Associate Professor, or Professor including the year when the promotion/tenure decision will be considered at the University level. Candidates must demonstrate consistently high quality in their teaching, scholarly and/or creative accomplishment, and service. Faculty applicants for tenure and promotion are evaluated based on accomplishments in each of the three categories of performance; however, meeting of the criteria does not guarantee or confer an entitlement of tenure and/or promotion.

Faculty applicants shall provide and/or demonstrate the evidence of success for *each* of the three (3) categories. The guidelines listed below are considered for promotion and tenure.

Teaching:

IDEA Scores (based on Summary Evaluation Scores for all academic semester; spring, summer (if applicable), and fall)

- Median of “Your Average” IDEA scores 4.7-5 (exemplary)
- Median of “Your Average” IDEA scores 4.3-4.7 (above expectations)
- Median of “Your Average” IDEA scores 4-4.3 (meets expectations)
- Median below “Your Average” IDEA scores 3.5-3.9 (needs improvement)
- All “Your Average” IDEA scores below 3.5 in all course evaluations (fails to meet expectations)

Course Development and/or Revision

- Development of *new (if any) courses* (above expectations)
- Developing on-line (meets expectations or above expectations depending upon nature of course)
- Developing *innovative methods* or learning activities to present material and engage students in learning (either above expectations or exemplary depending upon the nature of methods developed)
- Revision of instructional materials and/or developing laboratory experiments (meets expectations depending upon the amount and nature of the revisions)
- Teaching independent/*directed study courses as needed by students* (above expectations or exemplary depending upon the number and nature of such projects, i.e., supervising/supporting a capstone project)
- Facilitating student learning *outside the classroom*, e.g., assignments, reviews, special projects (meets expectations or above expectations depending upon the nature of efforts put forth by the faculty member.)
*All faculty members should respond to student e-mails and inquiries in a timely (i.e., within one day during the week) and respectful manner, and all faculty members are expected to hold regular office hours.
- Other (value varies from ‘meets expectations’ to ‘exemplary’ depending upon the nature of the work/effort.

e.g., community engagement projects; bringing in special guest speakers from off campus) (rating varies depending upon nature of activities))

Teaching Ability

A Peer Evaluation based on classroom observations to assess the following aspects of teaching should be included.

- Presenting classroom material in a clear and logical manner
- Presenting classroom material at an appropriate level
- Providing a classroom and laboratory environment that facilitates learning (if there is a lab component)
- Promoting critical thinking and problem solving
- Facilitating student participation/interaction, where appropriate
- Using repetition or review techniques to emphasize or clarify important points and concepts
- Using classroom technology that is efficient and appropriate to the content
- Making efficient use of instructional time (punctuality)

Scholarly and/or Creative Accomplishment:

Minimum requirements:

- Annual one peer-reviewed journal paper or two peer-reviewed conference proceedings: Author or Co-author (Meet the expectation). Peer-reviewed journal manuscripts/paper are expected to get tenured and promoted. The paper proceedings are alone not acceptable without journal publications for tenure and promotion process.
- Annual and/or consistent submission of internal and/or external grant proposals (Meet the expectation): PI or Co-PI (Meet the expectation).

The below criteria will be considered as extra accomplishments.

Research Awards

- Recipient of an award for excellence in scholarship or research (national/international/regional, state, college) (exemplary)
- Recipient of an award for excellence in scholarship or research (regional, state, college) (exemplary)

Peer-Reviewed Publications

- Author or co-author in a professional, peer-reviewed journal (above expectations, or exemplary if more than one article)
- Author or co-author of a book (exemplary)
- Other (score varies depending upon nature of work)

Publication of Books, Chapters in Books, and Development of Lab Manuals

- Author or co-author of non-peer-reviewed book (above expectations)
- Author or co-author of a chapter in a book (either 'meets expectations' or 'above expectations' depending upon the nature of the work and/or number of chapters)
- Author or co-author of lab manuals (either 'meets expectations' or 'above expectations' depending upon nature of the contribution to the work)
- Other (score varies depending upon nature of work)

Publication in Non-Peer-Reviewed Venues

- Author or co-author in a popular, reputable magazine (meets expectations)
- Publication of articles in popular press and newsletters (meets expectations)
- publishing in teacher education magazines (meets expectations)
- other (score varies depending upon nature of work)

Presentations (Oral/Poster) at Conferences

- Author or co-author of presentation at professional conference (national/international) (either ‘meets expectations’, or ‘above expectations’ if more than one. * Must actually give the presentation to receive ‘above expectations’)
- Author or co-author of presentation at professional conference (regional or state) (either ‘meets expectations’, or ‘above expectations’ if more than one. * Must actually give the presentation to receive ‘above expectations’)
- Presentation of research presented at teacher education conferences (national or international) (either ‘meets expectations’, or ‘above expectations’ if more than one. * Must actually give the presentation to receive ‘above expectations’)
- Presentation of research related to teacher education at conferences (state or regional) (meets expectations) *Must actually give the presentation to receive ‘meets expectations’)
- Author or co-author of poster presentation at professional conference (national/international) (meets expectations)
- Author or co-author of poster presentation at professional conference (regional/state) (meets expectations)
- Presentation of research results locally (clubs, citizens groups, local officials) (meets expectations)
- Other (score varies depending upon nature of work)

Invited presentations

(‘Above expectations’ or ‘exemplary’ depending upon number and/or nature of the venue)

*Do not dual list this with other presentations, but you may indicate that the previously identified presentations were invited when you describe them

Grants

- Grants funded by state/federal agency/private entity/non-profit organization (either above expectations or exemplary depending on funding agency and amount of grant)
- Grants funded by SHSU (above expectations)
- Grant application to a state/federal agency, a private entity, or non-profit organization (‘meets expectations’ depending on funding agency and amount requested)
- Grant application to SHSU (meets expectations)
- Other (score varies depending upon nature of work)

Professional Development Activities

* Cannot dual list these with conferences attended for purposes of giving a poster or presentation.

- Attending or presenting (workshops) at professional/academic conferences (above expectations)
- Participation in national or international short courses (meets expectations)
- Member of professional organizations (meets expectations)
- Other (score varies depending upon nature of work)

Research in Progress

- Field work undertaken with the intent to acquire knowledge, skills or publish results (either ‘meets expectations’ or ‘above expectations’ depending upon the nature of the field work, location, time in field, etc...)
- Lab work, data collection and/or *data processing* done with the intent to publish results (‘meets expectations’ or ‘above expectations’ depending upon the nature of the work)
- Other (score varies depending upon nature of work)

Scholarly Activity

- Reviewer of a scholarly book, journal manuscript, conference proceeding paper, grant proposal, or abstract (either ‘above expectations’ or ‘meets expectations’ depending upon the number of works reviewed or nature/length of the review/s)

Service

University and/or College

- Serving as an administrator at the college or university-level (meets expectations)
- Serving as Chair of standing University or College Committee (either ‘above expectations’, or ‘exemplary’ depending upon the nature and amount of work involved and/or number of committees chaired)
- Serving on standing University or College committees (either ‘above expectations’ or ‘exemplary’ depending upon the nature and amount of work involved and/or number of committees chaired)
- Serving on *ad hoc* committees (either ‘meets expectations’ or ‘above expectations’ depending upon the number of committees)
- Involvement in University fund-raising and/or in-kind donation (above expectations)
- Attendance at University functions (i.e., All faculty members are expected to attend at last one graduation ceremony each year) (meets expectations)
- Building liaison (meets expectations)
- Other (score varies depending upon nature of work)

Profession

- Editor or co-editor of a refereed academic journal (exemplary)
- On the editorial board for a refereed academic journal (above expectations)
- Officer in professional academic organization (exemplary)
- Participation in professional/academic societies (either ‘above expectations’ or ‘exemplary’ depending upon the nature of the participation)
- Member of professional/academic organization (meets expectations)
- Organizing a conference or professional event (either ‘above expectations’ or ‘exemplary’ depending upon the nature of a conference and/or an event)
- Organizing sessions at professional/academic conferences (above expectations)
- Chairing/moderating sessions at professional/academic conferences (above expectations)
- Organizing workshops (above expectations)
- Other (score varies depending upon nature of work)

Department

- Serving as Chair or Coordinator of Programs (e.g., the Construction Management Program Coordinator)

- (above expectations or exemplary)
- Serving as lab coordinator (which includes hiring, managing, and instruction of lab instructors) (above expectations)
- Serving in departmental committees as a chair/member/coordinator (meets expectations or above expectations)
- Preparation of proposals for new academic program (exemplary)
- Preparation of curriculum forms for new courses (above expectations)
- Development of new curricular foci (above expectations)
- Leading and participation in recruiting events (meet expectations)
- Consistent attendance and participation in Departmental meetings (meet expectations)
- Acquiring new facilities and technology used in teaching or research (either above expectations or exemplary depending upon the nature of the equipment or facilities)
- Maintaining existing facilities and technology used in teaching or research (either meets expectations or above expectations depending upon the nature of the effort required to do this)
- Raising funds for scholarships and endowments or contributing funds to scholarships and endowments (above expectations)
- Formal academic advising and mentoring (meet expectations)
- Mentoring students * this does not include such things as holding office hours or teaching courses. It must encompass activities that involve some form of formal, documented mentoring. (meets expectations or above expectations depending upon the nature of the mentoring.)
- Serving on *ad hoc* committees at the Department levels ('meets expectations' depending upon the number of committees)
- Certification and/or certification program development for student and adult learners (above the expectations)
- Other (score varies depending upon nature of work)

Students

- Sponsoring student organizations/clubs – (above expectations depending upon the nature of sponsorship, time spent per week or month with students, etc.)
- Developing and involving in summer camp programs (above expectations)
- Other (score varies depending upon nature of work)

Community

- Community service on the behalf of the Department or University (meets expectations)
- Assistance at other schools and universities (e.g., judging, reviewer for Academic Challenge) (above expectations)
- Other (score varies depending upon nature of work)

Award of Promotion to Professor

The rank of Professor is the most prestigious academic rank at the University. For promotion to this rank, faculty applicants must possess a terminal degree appropriate for the discipline. Under usual circumstances, Faculty applicants must have served a minimum of five and one-half years as Associate Professor, including the year when promotion is considered. Faculty applicants must demonstrate the levels of attainment in the criteria appropriate to their work assignments including a history of leadership to all university levels and profession or community and in scholarly activities.

For consideration, faculty applicants shall provide and/or demonstrate the evidence of success for *each* of the three (3) categories. The guidelines listed below are considered for promotion.

Teaching:

IDEA Scores (based on Summary Evaluation Scores for all academic semester; spring, summer (if applicable), and fall)

- Median of 4.0 or higher

Course Development and/or Revision

- Development of *new (if any) courses* (above expectations)
- Developing on-line (meets expectations or above expectations depending upon nature of course)
- Developing *innovative methods* or learning activities to present material and engage students in learning (either above expectations or exemplary depending upon the nature of methods developed)
- Revision of instructional materials or developing laboratory experiments (meets expectations depending upon the amount and nature of the revisions)
- Teaching independent/*directed study courses as needed by students* (above expectations or exemplary depending upon the number and nature of such projects, i.e., supervising/supporting a capstone project)
- Facilitating student learning *outside the classroom*, e.g., assignments, reviews, special projects (meets expectations or above expectations depending upon the nature of efforts put forth by the faculty member.)
*All faculty members should respond to student e-mails and inquiries in a timely (i.e., within one day during the week) and respectful manner, and all faculty members are expected to hold regular office hours.
- Other (value varies from 'meets expectations' to 'exemplary' depending upon the nature of the work/effort. e.g., community engagement projects; bringing in special guest speakers from off campus) (rating varies depending upon nature of activities))

Teaching Ability

A Peer Evaluation based on classroom observations to assess the following aspects of teaching should be included.

- Presenting classroom material in a clear and logical manner
- Presenting classroom material at an appropriate level
- Providing a classroom and/or laboratory environment that facilitates learning (apply if course is lab based)
- Promoting critical thinking and problem solving
- Facilitating student participation/interaction, where appropriate
- Using repetition or review techniques to emphasize or clarify important points and concepts
- Using classroom technology that is efficient and appropriate to the content
- Making efficient use of instructional time (punctuality)

Scholarly and/or Creative Accomplishment:

Minimum requirements:

- Annual peer-reviewed journal paper or peer-reviewed conference proceeding: Author or Co-author (Meet the expectation).
- Peer reviewed abstracts and poster presentations are also considered and will contribute to tenure and promotion process
- Annual or consistent submission of internal and/or external grant proposal (Meet the expectation): PI or Co-PI (Meet the expectation).

The below criteria will be considered as extra accomplishments.

Research Awards

- Recipient of an award for excellence in scholarship or research (national/international) (exemplary)
- Recipient of an award for excellence in scholarship or research (regional, state, college) (exemplary)

Peer-Reviewed Publications

- Author or co-author in a professional, peer-reviewed journal (above expectations, or exemplary if more than one article)
- Author or co-author of a book (exemplary)
- Other (score varies depending upon nature of work)

Publication of Books, Chapters in Books, and Development of Lab Manuals

- Author or co-author of a book (either 'above expectations' or 'exemplary' depending upon nature of the contribution to the work)
- Author or co-author of a chapter in a book (either 'meets expectations' or 'above expectations' depending upon the nature of the work and/or number of chapters)
- Author or co-author of lab manuals (either 'meets expectations' or 'above expectations' depending upon nature of the contribution to the work)
- Other (score varies depending upon nature of work)

Publication in Non-Peer-Reviewed Venues

- Author or co-author in a popular, reputable magazine (meets expectations)
- Publication of articles in popular press and newsletters (meets expectations)
- publishing in teacher education magazines (meets expectations)
- other (score varies depending upon nature of work)

Presentations (Oral/Poster) at Conferences

- Author or co-author of presentation at professional conference (national/international) (either 'meets expectations', or 'above expectations' if more than one. * Must actually give the presentation to receive 'above expectations')
- Author or co-author of presentation at professional conference (regional or state) (either 'meets expectations', or 'above expectations' if more than one. * Must actually give the presentation to receive 'above expectations')
- Presentation of research presented at teacher education conferences (national or international) (either

‘meets expectations’, or ‘above expectations’ if more than one. * Must actually give the presentation to receive ‘above expectations’)

- Presentation of research related to teacher education at conferences (state or regional) (meets expectations)
*Must actually give the presentation to receive ‘meets expectations’)
- Author or co-author of poster presentation at professional conference (national/international) (meets expectations)
- Author or co-author of poster presentation at professional conference (regional/state) (meets expectations)
- Presentation of research results locally (clubs, citizens groups, local officials) (meets expectations)
- Other (score varies depending upon nature of work)

Invited presentations

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- Grants funded by state/federal agency/private entity/non-profit organization (either above expectations or exemplary depending on funding agency and amount of grant)
- Grants funded by SHSU (above expectations)
- Grant application to a state/federal agency, a private entity, or non-profit organization (‘meets expectations’ depending on funding agency and amount requested)
- Grant application to SHSU (meets expectations)
- Other (score varies depending upon nature of work)

Professional Development Activities

* Cannot dual list these with conferences attended for purposes of giving a poster or presentation.

- Attending or presenting (workshops) at professional/academic conferences (above expectations)
- Participation in national or international short courses (meets expectations)
- Member of professional organizations (meets expectations)
- Other (score varies depending upon nature of work)

Research in Progress

- Field work undertaken with the intent to acquire knowledge, skills or publish results (either ‘meets expectations’ or ‘above expectations’ depending upon the nature of the field work, location, time in field, etc...)
- Lab work, data collection and/or *data processing* done with the intent to publish results (‘meets expectations’ or ‘above expectations’ depending upon the nature of the work)
- Other (score varies depending upon nature of work)

Scholarly Activity

- Reviewer of a scholarly book, journal manuscript, conference proceeding paper, grant proposal or abstract (either ‘above expectations’ or ‘meets expectations’ depending upon the number of works reviewed or nature/length of the review/s)

Service:

University and/or College

- Serving as an administrator at the college or university-level (meets expectations)
- Serving as Chair of standing University or College Committee (either ‘above expectations’, or ‘exemplary’ depending upon the nature and amount of work involved and/or number of committees chaired)
- Serving on standing University or College committees (either ‘above expectations’ or ‘exemplary’ depending upon the nature and amount of work involved and/or number of committees chaired)
- Serving on *ad hoc* committees (either ‘meets expectations’ or ‘above expectations’ depending upon the number of committees)
- Involvement in University fund-raising and/or in-kind donation (above expectations)
- Attendance at University functions (i.e., All faculty members are expected to attend at last one graduation ceremony each year) (meets expectations)
- Building liaison (meets expectations)
- Other (score varies depending upon nature of work)

Profession

- Editor or co-editor of a refereed academic journal (exemplary)
- On the editorial board for a refereed academic journal (above expectations)
- Officer in professional academic organization (exemplary)
- Participation in professional/academic societies (either ‘above expectations’ or ‘exemplary’ depending upon the nature of the participation)
- Member of professional organization (meets expectations)
- Organizing a conference or professional event (either ‘above expectations’ or ‘exemplary’ depending upon the nature of a conference and/or event)
- Organizing sessions at professional/academic conferences (above expectations)
- Chairing/moderating sessions at professional/academic conferences (above expectations)
- Organizing workshops (above expectations)
- Other (score varies depending upon nature of work)

Department

- Serving as Chair or Coordinator of Programs (e.g., the Construction Management Program Coordinator) (above expectations)
- Serving as lab coordinator (which includes hiring, managing, and instruction of lab instructors) (above expectations)
- Serving in departmental committees as a chair/member/coordinator (meets expectations)
- Preparation of proposals for new academic program (exemplary)
- Preparation of curriculum forms for new courses (above expectations)
- Development of new curricular foci (above expectations)
- Leading and participation in recruiting events (meet expectations)
- Consistent attendance and participation in Departmental meetings (meet expectations)
- Acquiring new facilities and technology used in teaching or research (either above expectations or exemplary depending upon the nature of the equipment or facilities)
- Maintaining existing facilities and technology used in teaching or research (either meets expectations or above expectations depending upon the nature of the effort required to do this)

- Raising funds for scholarships and endowments or contributing funds to scholarships and endowments (above expectations)
- Formal academic advising and mentoring (meet expectations)
- Mentoring students * this does not include such things as holding office hours or teaching courses. It must encompass activities that involve some form of formal, documented mentoring. (Meets expectations or above expectations depending upon the nature of the mentoring.)
- Serving on *ad hoc* committees at the Department levels ('meets expectations' depending upon the number of committees)
- Certification and/or certification program development for student and adult learners (above the expectations)
- Other (score varies depending upon nature of work)

Students

- Sponsoring student organizations/clubs – (above expectations depending upon the nature of sponsorship, time spent per week or month with students, etc.)
- Developing and involving in summer camp programs (above expectations)
- Other student-related activities (score varies depending upon nature of work)

Community

- Community service on the behalf of the Department or University (meet expectations)
- Assistance at other schools and universities (e.g., judging, reviewer for Academic Challenge) (above expectations)
- Other community engagement activities (score varies depending upon nature of work)

Supplemental Guidelines

Faculty Review Portfolio Contents

In accordance with Academic Policy Statement 900417 (Faculty Reappointment, Tenure, and Promotion 2022, Revised May 4, 2022), for a faculty member to be considered for tenure and/or promotion, the faculty member must prepare a Faculty Review Portfolio. The portfolio must contain a complete, accurate and truthful record of accomplishments that is organized under the following headings as below.

- For each category (Teaching, Scholarly and/or Creative Accomplishment and Service) the faculty member shall provide:
 - a summary of accomplishments
 - a self-reflection
- A. Cover Letter
- B. Curriculum Vita, including at least:
 - 1. Academic training
 - 2. Summary of work experience
 - 3. Scholarly and creative contributions (juried contributions must be listed separately)
 - 4. Funded grant (external and institutional grants must be listed separately)
 - 5. Honors, awards, and other special recognitions
- C. Teaching
 - 1. A summary of accomplishments
 - 2. A self-reflection
 - 3. The Annual dossiers used for the Faculty Evaluation System for Tenured and Tenure-Track Faculty (APS 820317)
- D. Scholarly and/or Creative Accomplishment
 - 1. A summary of accomplishments
 - 2. A self-reflection
 - 3. Must include a reprint, showing name of publication and date, of all peer-reviewed items, including, but not limited to, full articles, abstracts, professional standards, etc.
- E. Service
 - 1. A summary of accomplishments
 - 2. A self-reflection
 - 3. Any further documentation that clarifies achievements in service
- F. Documentation of Teaching Performance Utilizing Summaries of Student Evaluations, Copies of IDEA, etc.
- Sections C, D, E, and F pertain to the current review period only

NOTE: The faculty member under review shall be available for a personal appearance during the DPTAC review session in the event that any clarification is needed. The DPTAC committee shall inform the faculty member of the date and approximate time for such an appearance and must call the faculty member within 30 minutes of that approximate time. In the case faculty is called for an appearance department chair must be informed before the meeting.