



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 Environmental and Geosciences

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:

Pat Harris

Department Chair

[Signature]

College Dean

Provost & Sr. VP for Academic Affairs

TENURE AND PROMOTION GUIDELINES

Department of Environmental and Geosciences
Sam Houston State University

PURPOSE

This document fulfills the Department's responsibility of establishing tenure and promotion guidelines mandated by university policy. *Departmental faculty voted on 11/10/2022 and accepted this document by a simple majority.*

First-year Review

In addition to the Annual Review for the Faculty Evaluation System (FES), the Department Chair must do summative and formative reviews for each probationary faculty member during their first year (section 8, Academic Policy Statement #900417). This review consists of the three performance categories included as part of the FES, as stated and defined in section 5.01(a) of Academic Policy Statement #900417. The Chair will discuss reviews with each first-year probationary faculty member.

Third-year Review

The Department Promotion and Tenure Advisory Committee (DPTAC) will review each probationary faculty member annually starting with their second year (section 7, Academic Policy Statement #900417). The DPTAC will consist of all tenured faculty members of the Department with the exception of the department chair or any faculty member with more than 0.5 FTE administrative assignment.

During the Spring semester of the probationer's third year the DPTAC and Chair will conduct a comprehensive review based on a portfolio submitted by the individual that covers all FES categories (Appendix I). This review is both formative and summative. The review must determine if the probationary faculty member is on a trajectory such that the eventual tenure review is likely to be positive. The DPTAC will have a preview vote by secret ballot. The vote is on whether or not the probationer's trajectory toward tenure is satisfactory across teaching, research, and service. "Satisfactory" is defined as sustained teaching effectiveness, sustained scholarly activity, and contributions in service to the department, college, university, and profession. The DPTAC should consider the annual FES scores in their decision. However, a single category (teaching, research, or service) does not necessarily qualify or disqualify a candidate.

The DPTAC Chair (refer to department bylaws) shall submit a third-year report to the Department Chair and Probationer (Sec. 7.05, APS #900417) and must include:

- if the trajectory is satisfactory, offer advice that may increase the probability of a positive tenure vote.
- if the trajectory is not satisfactory, explain how the situation must be improved to increase the chances of a positive tenure vote.

- if there is low probability of a positive tenure vote, recommend actions that should be taken now.

The Department Chair will write their own review based on verifiable observations and the DPTAC Chair's third-year report. The Department Chair will notify the Probationer and the Dean of the Department Chair's decision in writing. If negative, then the Department Chair will consult with the Dean to determine the best course to follow before meeting with the probationary faculty member.

Tenure Review

Tenure and promotion from assistant professor to associate professor are based on the same summative review categories as the annual FES system (Academic Policy Statement #900417). During the Spring of the sixth year of the tenure clock, the candidate must submit their tenure packet/portfolio to the DPTAC for review. The tenure packet (see section 6, #900417) should include documentation of all annual FES materials since date of employment (see Appendix I).

The DPTAC shall hold a secret-ballot vote on promotion and tenure (see section 7, #900417). In voting, the DPTAC should consider the annual FES scores in their decision, as well as the priorities outlined below. A candidate's entire packet should be considered with acknowledgment that responsibilities may change after a third-year review. A single category (teaching, research, or service) does not necessarily qualify or disqualify a candidate. The DPTAC chair shall submit a summary recommendation in writing that includes the vote tally to the Department Chair and the candidate. The Department Chair shall forward a recommendation with the decision and vote count to the Dean and the candidate.

Priorities for Tenure

While the department FES Guidelines provide a quantitative guide for what the department values, priorities for satisfactory progress toward tenure include the following:

Teaching

Development of individual's own course materials and/or new courses

Evidence of continued revisions/updates to course materials

Demonstrated evidence of continued effectiveness (See FES Chair's evaluations and peer comments)

Aggregate IDEA score averages above 3.0

Continuing progress and development as an instructor

Research/Scholarly Activity

Peer-reviewed journal publications, including evidence of leading as first author

Submission of an external research grant as PI or Co-PI (>\$15,000)

Submission of an internal grant as PI

Continuing progress towards development of a research program

Service

Engagement in student-related activities

Increasing willingness to take on service to the department and/or campus community

Participation in external service to the discipline (e.g., manuscript/grant reviews, professional committees, editorial boards, etc.)

Promotion Review for Full Professor

A faculty member normally establishes consideration for promotion after at least 5.5 years of service in the position of associate professor. Promotion from associate to full professor is based on the same summative review categories as the annual FES system (Academic Policy Statement #900417). Nominations for promotion may occur: (1) by the faculty member seeking promotion; (2) by another faculty member; or (3) by the department/school chair. The promotion portfolio/packet (Appendix I) should include documentation of all annual FES materials since date of employment.

The DPTAC shall hold a secret-ballot vote on promotion and tenure (see section 7, #900417). In voting, the DPTAC should consider the annual FES scores in their decision, as well as the priorities outlined below. A candidate's entire packet should be considered with acknowledgment that responsibilities may change after tenure. A single category (teaching, research, or service) does not necessarily qualify or disqualify a candidate. The DPTAC chair shall submit a summary recommendation in writing that includes the vote tally to the Department Chair and the candidate. The Department Chair shall forward a recommendation with the decision and vote count to the Dean and the candidate.

In accordance with Policy #900417 Section 5.1(2), priorities for promotion to full professor follow:

Priorities for Promotion to Full Professor

While the department FES Guidelines provide a quantitative guide for what the department values, priorities for satisfactory progress toward tenure include the following:

Teaching

Evidence of continued revisions/updates to course materials

Demonstrated evidence of continued effectiveness (See FES Chair's evaluations and peer comments)

Aggregate IDEA score averages above 3.0

Continuing progress and development as an instructor

Research/Scholarly Activity

Peer-reviewed journal publications, including evidence of leading as first author

Submission of internal and/or external grants

Continuing progress of an established research program

Service

Engagement in student-related activities

Service to the department and/or campus community that indicates leadership

Participation in external service to the discipline (e.g., manuscript/grant reviews, professional committees, editorial boards, etc.)

Appendix I: Tenure and/or Promotion Portfolio Format

Self-Evaluation Summary for period under consideration

Current CV

For the following categories, please follow the format provided in the Department FES Guidelines for all materials for the period under consideration:

Teaching

Research/Scholarly Activity

Service