



## 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:** Library Public Services

**College/Unit:**

- |                               |                               |                               |                                |   |
|-------------------------------|-------------------------------|-------------------------------|--------------------------------|---|
| <input type="checkbox"/> CAM  | <input type="checkbox"/> COCJ | <input type="checkbox"/> CHSS | <input type="checkbox"/> COM   | <input checked="" 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)

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**Approved By:**

*Lisa Shen*

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Department Chair

*Eric D. Owen*

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College Dean

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Provost & Sr. VP for Academic Affairs

### **FES 1 – EFFECTIVENESS IN LIBRARIANSHIP**

Librarianship within the University setting involves a wider range of activities than classroom instruction. Librarians, as appropriate to their areas of specialization, contribute to the function of teaching through activities that advance Library services and facilitates access to information resources.

The “Effectiveness in Librarianship” FES 1 takes the place of the FES 1: “Chair’s Rating of Faculty Teaching Effectiveness” and FES 2: “Student’s Evaluation of Classroom Teaching Effectiveness” in the general university Academic Policy Statement 820317.

The final FES 1 score will be on a 1-5 point scale:

- 1 IMPROVEMENT NEEDED: Never or rarely meets the characteristics of the criterion; little to no performance.
- 2 DEVELOPING: Inconsistently meets the characteristics of the criterion; performance is in need of improvement.
- 3 PROFICIENT: Consistently meets the characteristics of the criterion; performance is viewed favorably.
- 4 ACCOMPLISHED: Consistently meets the characteristics of the criterion; occasionally exceeds the level of performance normally expected or required for a PROFICIENT rating.
- 5 DISTINGUISHED: Consistently meets characteristics of the criterion to the highest degree; repeatedly exceeds the level of performance normally expected or required for a PROFICIENT rating.

#### **Performance Appraisal Criteria and Ratings**

##### **PROFESSIONAL/TECHNICAL KNOWLEDGE AND COMPETENCE**

- Understands professional role in relationship to Newton Gresham Library and Sam Houston State University
- Exhibits expertise and currency related to their area of specialization (instruction, reference, etc.) and librarianship. This can include discipline or subject area knowledge gained in relation to, or as a result of, assigned areas of responsibilities
- Makes timely decisions while taking into account all available relevant information
- Shares appropriately in unit/department responsibilities and activities, including attending faculty meetings and participating in library committees/teams

##### **PROFESSIONAL DEVELOPMENT**

Participates in continuing education activities to maintain or develop skills which enhance the performance of position responsibilities. Such activities may include but are not limited to one-time or multi-session webinars, workshops, training sessions, or classes.

Rating Scale for PROFESSIONAL DEVELOPMENT:

- 1 IMPROVEMENT NEEDED: nothing listed, or activities listed do not satisfy the requirements
- 2 DEVELOPING: activities totaling less than 10 hours
- 3 PROFICIENT: activities totaling 10 to 20 hours
- 4 ACCOMPLISHED: activities totaling 21 to 30 hours
- 5 DISTINGUISHED: activities totaling more than 30 hours

COMMUNICATION SKILLS

- Communicates clearly, logically, and concisely in speech and writing
- Asks questions and offers input
- Demonstrates effective listening skills
- Keeps administrators, peers, and staff informed as warranted
- Uses formal and informal communication channels appropriately and in a timely manner
- Presents information or data in a format that is relevant, effective, and understandable

INTERPERSONAL/COLLABORATIVE SKILLS

- Develops and maintains smooth and effective working relationships with administrators, peers, staff, and external individuals or groups (e.g., vendors, other libraries, etc.) as appropriate to the position
- Interacts effectively with library users to meet their needs
- Encourages and fosters cooperation among co-workers to advance library projects and goals/objectives
- Demonstrates approachability and flexibility while exercising diplomacy, courtesy, and respect
- Mentors, motivates, guides others towards their goals as appropriate

INITIATIVE

- Anticipates change and takes appropriate action
- Recognizes and responds effectively to unexpected situations
- Addresses obstacles to effectively achieve duties and responsibilities.
- Offers suggestions on ways to improve performance and/or be more efficient

RELIABILITY

- Shows commitment to work by dependably fulfilling responsibilities (ex. adheres to regular or assigned schedules or arranges for substitutes as necessary; submits reports in a timely fashion; etc.)
- Follows through with commitments to others in a timely manner
- Completes duties and assignments in a time frame that is appropriate for the task

SUPERVISORY ACTIVITY (If applicable)

- Possesses sufficient understanding of the tasks in the area being supervised
- Encourages a supportive work environment for supervised individuals
- Supervision of those in chain of command:  
Effectively provides oversight, direction, and training to supervisees (other faculty, staff, and/or student assistants) as appropriate
- Indirect supervision:  
Responsible for a specific work project, provides instruction and supervision during the project's lifetime
- Provides supplementary supervision to those outside chain of command
- Creates or maintains documentation of relevant policies and procedures for tasks in the area being supervised

### **FES 3 - RESEARCH, SCHOLARLY, & ARTISTIC ENDEAVORS**

For most disciplines, this category consists of research and publication. Scholarly activities shall be interpreted to include, but are not limited to, production of basic and applied research, writing and publications, scholarly grant development or acquisition, presentations to professional and learned societies, and professional development directly related to Research, Scholarly, and Artistic Endeavors.

Different disciplines and individuals define creative accomplishments in different ways and engage in different types of artistic endeavors, such as instructional technology; poetry; painting; photography; sculpture; musical, dance, or theatrical performance or composition. Such endeavors may be evaluated differently; therefore, the criteria for evaluation can be defined here in only the most general terms. The departmental faculty will define its own specific criteria. Ultimately, individuals must be evaluated on the merit of their creative accomplishments.

Departmental faculty are responsible for determining and developing specific performance standards, addressing quality as well as quantity, to be evaluated in FES 3. These standards include research for scholarly dissemination and creative accomplishment within librarianship or other disciplines, some examples may include:

- Acceptance or publication of a book or a book chapter
- Acceptance or publication of content in a peer reviewed venue
- Acceptance or publication of content in a non-peer reviewed venue
- Acceptance or publication of an edited work
- Acceptance or publication of indexes, abstracts, reviews, essays, encyclopedia entries, and bibliographies
- Submission or acceptance of grant proposal
- Research and study or survey reports directly related to the library
- Editor or editorial board member of professional or peer reviewed publication
- Professional presentations
- Artistic performance or exhibition

The final FES 3 score will be on a 1-5 point scale.

#### **Performance Appraisal Criteria and Ratings**

Unless otherwise stated, the items listed below refer to both online and/or print format. The term “professional” used below can refer to disciplines other than librarianship. Completion of one (1) bullet item would satisfy expectations for the respective ratings category.

##### **1. IMPROVEMENT NEEDED**

- Nothing listed, or activities listed do not satisfy the requirements;

2. DEVELOPING

- Manuscript acceptance or publication of a book review(s), media review(s), or conference presentation report(s) (1 or more pieces totaling up to 800 words);
- Acceptance of a proposal(s) for a publication or presentation;
- Informational piece about library services or resources in a publication;
- Creative pieces in a publication, exhibit, or performance (non-peer reviewed or non-juried); or
- Documentation or evidence of research/scholarly/artistic endeavors that do not qualify for PROFICIENT, ACCOMPLISHED, or DISTINGUISHED productivity.

3. PROFICIENT

- Manuscript acceptance or publication of a book review(s), media review(s), or conference presentation report(s) (1 or more pieces totaling more than 800 words);
- Manuscript acceptance or publication of a non-peer reviewed article;
- Informational or other pieces about library services or resources in a publication (3 or more pieces);
- Creative pieces in a publication, exhibit, or performance (peer reviewed or juried);
- Presentation (paper, poster session, panelist, moderator, etc.) at a professional conference/meeting);
- Editorial Board Member for a publication;
- Grant proposal (with a research component) developed and submitted to funding agency;
- Development of NGL-related, research-based reports/self-studies; such activities may include but are not limited to conducting a library survey and presenting findings;
- Contributor of one entry to a single reference work (i.e., encyclopedia, historical dictionary, etc.);
- Development and/or maintenance of an index to a publication not authored by the indexer; or
- Development and/or maintenance of a professional or scholarly blog.

4. ACCOMPLISHED

- Manuscript acceptance or publication of scholarly/professional/artistic monograph (editor);
- Manuscript acceptance or publication of a peer-reviewed article;
- Essay or chapter published in an anthology, annual monographic series, book;
- Publication of invited book review(s) or media review(s);
- Editor of a publication;

- Presenting by invitation at a professional conference;
- Award or management of a grant (with a research component);
- Development of one or more original interactive technology-based instruction/training tools (i.e., tutorials), distributed outside of the Library;
- Development of one or more original technology-based tools (such as tracking methods, open-source software/scripts, project management tools), distributed outside of the Library;
- Development of an index to a portion of issues of a serial publication not authored by the indexer;
- Development of an index to a monographic publication not authored by the indexer; or
- Completion of three (3) or more items listed as PROFICIENT Productivity.

#### 5. DISTINGUISHED

- Manuscript acceptance or publication of scholarly or professional monograph (author);
- Manuscript acceptance or publication of two (2) or more peer reviewed articles;
- Keynote address presented at a professional conference;
- Presenting a workshop (e.g., half-day, full day, multi-session);
- Receipt of an award or other formal recognition for outstanding scholarly endeavor (e.g., University Distinguished Research Award);
- Development of an index to a substantial amount of a serial publication not authored by the indexer; or
- Completion of three (3) or more items listed as ACCOMPLISHED Productivity.

#### **FES 4 - SERVICE**

Service includes service to students, colleagues, the department, the college, and the university; administrative and committee service; and unpaid service beyond the university to the profession or external communities in alignment with the campus strategic plan. Activities for which the faculty member received a stipend or release time will not be considered for service activities.

Service activities include, but are not limited to:

- Serving on appointed or elected committees, whether standing or ad hoc, internal or external
- Serving as committee chair or officer, internal or external
- Formally mentoring faculty or staff
- Developing or supporting Library promotion programs and services for the campus community (beyond normal job duties)
- Collaborating/partnering with others to develop programs which advance the mission, goals, and objectives of the department, college, or university
- Participating in campus governance
- Serving as a campus representative in support of university promotion and advancement
- Organizing workshops or other activities on behalf of professional associations and organizations
- Writing external reviews of the work of colleagues for promotion, tenure, or other professional awards and acknowledgments
- Holding membership in professional associations and organizations
- Adjudicating for scholarly or artistic competitions
- Testifying before the legislature and Congressional committees
- Serving as an expert for agencies, organizations, and media outlets
- Transcribing documents on behalf of other libraries, museums, or other organizations
- Consulting or providing professional assistance, evaluation, or research for other organizations

The departmental faculty are responsible for determining and developing specific performance standards, addressing quality as well as quantity, to be evaluated in FES 4. The performance standards should identify types of service that advance the mission and goals of the University.

The final FES 4 score will be on a 1-5 point scale.

#### **Performance Appraisal Criteria and Ratings**

*Note: Ex officio NGL working groups or teams (e.g., Instruction Team, Sirsi Team, etc.) are considered distinct from NGL committees. Participation in ex officio NGL working groups/teams, and attendance at regular departmental and faculty meetings, should be reported in Librarianship (FES 1).*



Except as noted above, a “committee” sometimes may be called a “task force,” “working group,” or similar; where “committee” is used in this section, those other terms qualify as well. Completion of one (1) bullet item would satisfy expectations for the respective ratings category.

1. IMPROVEMENT NEEDED

- Nothing listed, or activities listed do not satisfy the requirements.

2. DEVELOPING

- University orientation activities;
- Participation on the Library Council;
- Membership in a professional association or organization;
- Minimal level of work supervising of a library volunteer/intern(s);
- Minimal participation on committees of the library, university, or professional organizations;
- Volunteering with community organizations, such as leadership, economic, or social services groups; or
- Minimal level of work transcribing materials for cultural heritage or similar institutions.

3. PROFICIENT

- Moderate level of work supervising of a library volunteer/intern(s);
- Moderate participation on committees of the library, university, or professional organizations;
- Organizing, or presenting at, an in-house professional development program(s). This should entail activities beyond normal job duties (e.g., presenting to the entire library or college, rather than at a departmental/unit meeting);
- Peer-reviewer for professional or scholarly publisher, 1 article reviewed
- Moderate level of work as a mentor in a formal program (e.g., for minority student(s), junior faculty, external organizations(s), etc.);
- Adjudicating for academic competitions;
- Editing a newsletter for a professional organization;
- Moderate level of work collaboration with educational institutions, other libraries, civic agencies, and/or non-profit organizations to advance the Library and/or University mission;
- Moderate level of work transcribing materials for cultural heritage or similar institutions;
- Grant proposal (without a research component) developed and submitted to funding agency (*excludes travel grants that solely support professional development attendance*);

- Attending face-to-face or virtual meetings/conferences of professional associations or organizations (cannot be multiplied to increase score); or
- Moderate level of work consulting and providing technical assistance to public or private organizations.

*(Note: Attendance at professional meetings/conferences (with a list of specific sessions pertinent to professional responsibilities) may be included in FES 1, OR may be listed here as FES 4 activity, BUT the same meeting/conference should not be listed in both FES 1 and FES 4.)*

#### 4. ACCOMPLISHED

- Significant level of work supervising of a library intern(s);
- Significant level of commitment as chair, officer, or delegate of a library, university, or professional organization committee;
- Significant participation on committees of the library, university, or professional organizations;
- Development of new Library events, programs, or services (including collaborating with other University units) for the campus community which advance the mission, goals and objectives of the Library and/or the University (beyond normal job duties);
- Significant level of work collaborating with educational institutions, other libraries, civic agencies, and/or non-profit organizations to advance the Library and/or University mission;
- Significant level of work transcribing materials for cultural heritage or similar institutions;
- Significant level of work consulting and providing technical assistance to public or private organizations;
- Award or management of a grant (without a research component) *(excludes travel grants that solely support professional development attendance)*; or
- Completion of three (3) or more items listed as PROFICIENT Productivity.

#### 5. DISTINGUISHED

- Exceptional commitment as chair, officer, or delegate of a library, university, or professional organization committee;
- Exceptional participation on committees of the library, university, or professional organizations;
- Peer-reviewer for professional or scholarly publisher with recognition of exceptional or substantial service;
- Principle planner/organizer of a program/workshop or other activities on behalf of professional groups;

- Initiate new library/university facilities, programs, resources, or services of substantial importance in any format (beyond the scope of normal FES 1 Librarianship responsibilities);
- Exceptional level of work collaborating with educational institutions, other libraries, civic agencies, and/or non-profit organizations to advance the Library and/or University mission;
- Pursuit and acquisition of major library donations, gifts, or grants (beyond the scope of normal FES 1 Librarianship responsibilities, such as collection development);
- Receipt of an award or other recognition for outstanding service (e.g., University Excellence in Service Award); or
- Completion of three (3) or more items listed as ACCOMPLISHED Productivity.