



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 Mathematics and Statistics

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:

Paul Jung

 Department Chair

J. M. ...

 College Dean

 Provost & Sr. VP for Academic Affairs

DEPARTMENT OF MATHEMATICS & STATISTICS

Standards for the Faculty Evaluation System

This document specifies guidelines and standards for the Faculty Evaluation System in the Department of Mathematics & Statistics. These guidelines reflect the department's commitment to teaching, scholarship, and service.

CHAIR'S/DEPARTMENT'S EVALUATION OF FACULTY TEACHING EFFECTIVENESS

Items that may be considered by the chairs and departments include, but are not limited to:

- Classroom and laboratory instruction
- Development of new courses and teaching methods
- Publication of and/or development of electronic instructional materials
- Supervision of undergraduate and graduate students
- Supervision of student artistic/creative performances in a public setting
- Teaching professionalism:
 - Holds office hours as scheduled and conferences with students as necessary and provides academic and/or professional counseling
 - Submits grades, reports, etc., by established deadlines
 - Maintains high ethical standards of honesty and objectivity
 - Adheres to university/college/department/school timelines, policies, and procedures
 - Attempts to evaluate and improve their teaching
 - Contributes to course and/or program assessments
 - Engages in professional development aimed at improving teaching effectiveness
 - Uses equitable grading practices
 - Revises course content in accordance with developments in the field
 - Utilizes supporting educational materials (e.g., handouts, electronic tutorials)
 - Adheres to course syllabi
 - Uses technology effectively
 - Uses innovative pedagogy
 - Provides timely and clear feedback to students on assignments, tests, and academic progress
 - Works with Services for Students with Disabilities to provide reasonable accommodations for students with disabilities
 - Utilizes high-impact teaching practices.

SCHOLARLY ACCOMPLISHMENTS

The FES score for scholarly accomplishments will be based on the production of basic and

applied research in the form of externally refereed publications, scholarly grant development, scholarly grant acquisition, presentations to professional and learned societies, and professional development directly related to scholarly accomplishments. It is recognized in the mathematical sciences that the period of review for papers submitted for publication is often lengthy.

A secondary means for external evaluation of research is the securing of, and/or participation in, grants for research-oriented projects. Such projects may not result in refereed publications, but some formal documentation of the research conducted should be provided.

SERVICE

Service includes service to students, colleagues, program, department/school, college, and the University; administrative and committee service; and service beyond SHSU to the profession, locally, regionally, nationally, and internationally, including academic or professionally related public service. Activities for which the faculty member received a stipend or release time are typically not considered service activities.

Service activities that may be considered, but are not limited to, include:

- Committee service
- Student recruitment
- Student advisement
- Acquisition and development of facilities, equipment, and other resources
- Appropriate professional development activities
- Student mentoring
- Student organization sponsorship
- Program/curriculum development
- Faculty-community collaboration for scholarly research
- Faculty-community projects for leadership, economic, or social service development
- Supervision of student research or independent study
- Supervision of student capstone project or practicum
- Serving on or serving as chair for a dissertation committee
- Writing reviews of scholarly work
- Serving as a journal editor or guest editor.