



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 Physics and Astronomy

College/Unit:

CAM COCJ CHSS COM NGL
 COBA COE COHS COSET

Standard:

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

Contact:

Name (first & last): Joel Walker

SHSU Email: jww004@shsu.edu

Phone: 936-294-4803

Approved By:



 Department Chair



 College Dean

 Provost & Sr. VP for Academic Affairs

Department of Physics and Astronomy

Faculty Evaluation System

The Department of Physics and Astronomy recognizes that a faculty member's obligations to the university fall within three broad categories: teaching, research, and service. A faculty evaluation review should show evidence that the faculty member is contributing in each of these areas, although a satisfactory performance may vary widely in extent and division of effort from one faculty member to the next. For full details of what is expected of tenured faculty, please refer to [Academic Policy Statement 820317](#) (The Faculty Evaluation System of Tenured and Tenure-Track Faculty).

Faculty Due Dates and Deadlines

(as listed in [Academic Policy Statement 800722](#), Merit Increases in Salary)

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|----------|---|
| March 1 | Each member of the regular faculty shall file all appropriate FES documents along with other pertinent materials to the department chair. |
| April 15 | Chair shall complete and review with each faculty member their FES Summary Report (FES 5). |

Additional Timelines

- | | |
|---------|---|
| May 1 | Chair reviews each faculty member's FES and arrives at recommendations for merit salary increases. Forward the merit recommendations to the Dean. |
| May 15 | The Dean presents their recommendations and all supporting materials to the Provost. |
| June 21 | The Provost's review and report indicates to the President either an endorsement of the recommendations of the academic deans or alternate recommendations. |
| June 30 | The President of the University inform the Provost regarding the President's own recommendations. The Provost reports these decisions to the Dean in accordance with the timeline established by the President. The Dean then informs the chairs, who shall, in turn, inform their faculty members. |

CHAIR'S EVALUATION OF FACULTY TEACHING EFFECTIVENESS
FES Form 1

This list is not comprehensive. It is only a list of recommendations and is meant to serve as a guide to the faculty and chair. Faculty are encouraged to provide evidence of any of the following items that they feel the department chair may not be fully aware of.

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

FES form for FACULTY MEMBER

Review Period: 1 January 20XX – 31 December 20XX

STUDENTS' EVALUATION OF CLASSROOM TEACHING EFFECTIVENESS
FES Form 2

Student responses on the instrument selected by SHSU for students to evaluate teaching effectiveness shall be used for administrative decisions (e.g., tenure, promotion, and merit pay) and for development purposes. The “Summary Evaluation Score” shall be used as the FES 2 score.

FES form for FACULTY MEMBER

Review Period: 1 January 20XX – 31 December 20XX

REPORT ON SCHOLARLY AND ARTISTIC ENDEAVOR
FES Form 3

I. Publications

A. Books (Scholarly or Textbooks)

B. Other Documents

II. Research and/or Grant Activities

A. Funded research

B. Proposals

C. Collaborative Proposals (Not a Principal Investigator)

D. Presentations of Scholarly Work at Professional Meetings and Learned Societies

E. Presentations at national meetings

F. Presentations at regional meetings

G. Presentations at local venues

III. Other Scholarly Endeavors

REPORT ON SERVICE
FES Form 4

- I Professional Associations (list memberships, meetings attended, source of funding for travel, committee appointments, elected offices, honors, etc.)**
 - A. National/International
 - B. Regional
 - C. State
 - D. Local

- II. Continuing Professional Education (workshops, seminars, courses, self-study, etc. Title, place, dates, time involved, credit hours...)**

- III. Professional Service (service to schools, governmental agencies, private enterprise, community service, etc.)**

- IV. Nonteaching activities support of departmental, college, and university programs**
 - A. Committee Service
 - B. Recruitment
 - C. Advisement (academic advisement, degree planning, etc.)
 - D. Acquisition and development of facilities, equipment and other resources (including outside funding obtained for these purposes)
 - E. Program development (e.g. major curriculum development, new degree programs, and research programs, including outside funding obtained for these purposes.
 - F. Other contributions

- V. Faculty-community collaborations**
 - A. Collaborations for scholarly research
 - B. Collaborations for scholarly and/or creative accomplishments
 - C. Projects for leadership, economic, or social service development