



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 Chemistry

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:

Donovan C. Haines

Department Chair

[Signature]

College Dean

Provost & Sr. VP for Academic Affairs

Performance Evaluation of Tenured Faculty (PETF)

Department of Chemistry

College of Science and Engineering Technology

Sam Houston State University

Introduction:

In order to maintain and improve the performance of faculty members in the Department of Chemistry, and in accordance with Academic Policy Statement 980204 (Performance Evaluation of Tenured Faculty), the department faculty members and the Chair have established and developed the following Policy Statement. This Policy Statement include those parameters which constitute appropriate minimum performance standards for the tenured faculty in Chemistry.

The standards are in accord with the mission of the Department, the College, and University. They are based on those professional responsibilities reflected within the domains includes in the Faculty Evaluation System. According to **Texas Education Code 51.942.c.2**, "*the evaluation be based on the professional responsibilities of the faculty member, in teaching, research, service, patient care, and administration...*". In addition these are placed within the context of the annual nine-month faculty contract defined around the constructs of a normative teaching load of twelve credit hours per semester and Sam Houston State University's commitment to the quality of our students' educational experiences. Typically the twelve credit hour load consists of nine hours of instructional responsibility (0.75 FTE) and 0.25 FTE for research, but there are some faculty whose load consists of 12 credit hours of instructional responsibility (1.00 FTE). This policy is framed in consideration of the dichotomy of workload by the faculty.

Minimum Performance Standards:

The Department requires competent teaching and will look for minimum documentation that competent teaching occurs. The following are expected of the faculty in the performance of duties relating to instruction responsibility each semester:

- To consistently meet classes in assigned course.
- To select a departmentally acceptable text for each course or participate in text selection in multi-section courses, and notify the Department of these textbook selections.
- To post a departmentally acceptable syllabus for each course and/or section of multiple section courses.
- To prepare, administer, and evaluate the number of exams reflected in each syllabus, and
- To meet the minimum number of clock hours scheduled for 1000-4000 level courses.
- Documents efforts to advance/improve teaching and instruction skills through, for example: (a) attending educational symposia at professional meetings, (b) participation in professional instructional development coursework sponsored by the University, (c) obtaining certification for instructional methodology, etc..

The faculty member is correct in assuming that a given item has been designated as "departmentally acceptable" if that item or set of items was not addressed as unacceptable during the academic year following the semester in which it was employed. As the faculty members are charged with the

responsibility to provide classroom material of high professional standards, the chair and the dean are charged with the responsibility of reviewing and approving this material through the normal channels of documentation or through the FES or PETF process.

Other activities are indirectly supportive of the underlying teaching mission of the department. A faculty member must continuously and consistently apply themselves within the discipline of Chemistry. A faculty member must continue to be imaginative and creative within the discipline Chemistry. Application of their training and expertise is evidence of continuing scholarship which can be carried into the classroom directly, through relevant anecdotal asides or simply through enhanced vitality and expressed enthusiasm. Documentation that supports the assertion that professional, scholarly activity is a regular part of a faculty member's regime include the following:

1. Development of novel or alternative instructional approaches or materials,
2. New course development or significant modification of existing coursework,
3. Employment of masters level and undergraduate students in research projects,
4. Preparation of grants and/or contract proposals,
5. Presentation to professional organizations and/or published papers in the professional literature, and the submission of final project reports to granting or contracting agencies.

The Department aspires for a diverse faculty and encourages the development of individual talents and interests, which is in accord with the PETF system's recognition of the need to allow for legitimate variation within the faculty. Thus, during the five year period designated by the PETF system, a 25% FTE research faculty member should document three activities that indicate application of creative, imaginative ideas with at least two of the three coming from areas 3 -5 in the list above.

Although professional growth and development should be a part of all three classical components of a university's mission (teaching, research, and service), professional growth is critically important to the professorate in our rapidly changing world even though it is no longer recognized in the FES system as an individually evaluated entity. The Department expects that faculty members will continue to grow professionally and to seek intellectual stimulation. Documentation that provides evidence that the faculty member is addressing the responsibility to grow and change as chemistry changes may include, but is not limited to, the following:

- Travel to and attend professional meeting or conferences,
- Participation in short courses, mini-conferences, or symposia in chemistry or applied chemistry, and
- Active participation in professional organizations.

During the five year PEFT evaluation time frame, a faculty member should document three items that relate to these areas of professional growth domain.