



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: KINESIOLOGY

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 checked="" type="checkbox"/> COHS | <input type="checkbox"/> COSET | |

Standard:

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

Contact:

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Jenifer J. Didier

Department Chair

Emily Roper

Emily Roper (Nov 29, 2022 09:22 CST)

College Dean

Provost & Sr. VP for Academic Affairs



**COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF KINESIOLOGY
CRITERIA AND STANDARDS FOR THE PERFORMANCE EVALUATION OF
TENURED FACULTY**

UPDATED: FALL 2022 NEXT REVIEW: NO LATER THAN SPRING 2027

**Drafted: September 30, 2022
Voted and Approved in the Dept of KINE: October 31, 2022
Approved by COHS Dean: November 1, 2022**

Preface: The purpose of this document is to provide the tenured faculty in the Department of Kinesiology with a set of clear standards and criteria for the post-tenure review process. The standards in this document were established by the tenured and tenure-track Kinesiology faculty and are consistent with, and subservient to SHSU Academic Policy Statement 980204 – Performance Evaluation of Tenured Faculty (PETF), and the Texas State University System Rules and Regulations. Each tenured faculty member in the Department of Kinesiology is expected to demonstrate sustained excellence in the areas of scholarship, teaching, and service during their academic career at the university. The criteria and standards apply to all tenured faculty on a nine-month contract with the title of Associate Professor and Professor. The Department of Kinesiology faculty will review and revise this document every five years, unless requested earlier by the chair or dean. A report of the review, including recommendations for modifications, if necessary, is subject to review and approval by the dean and Provost. The department chair will ensure that all tenured faculty have access to the post-tenure standards for the department.

**THE PERFORMANCE EVALUATION OF TENURED FACULTY (PETF) IN THE DEPARTMENT OF
KINESIOLOGY**

The goal of the PETF, generally regarded as the *Post-Tenure Review*, is to encourage faculty to continue performing at an acceptable level regarding their teaching, scholarship, and service. The policy also serves to provide an opportunity for the tenured faculty to consider the scholarly, teaching, and service activities they will continue, and areas they choose to explore as they advance in rank at the university. The PETF is not intended to be a re-tenure process and should avoid any infringement on academic freedom. Conversely, the philosophy behind the PETF is to identify faculty who have not met the minimum standards of the Department of Kinesiology set forth in this document.

Evaluation expectations of tenured faculty members should not mirror that of probationary or pre-tenured faculty members, which is to allow for possible variations across differing

degree programs (e.g., Kinesiology, Human Performance and Wellness Management, Kinesiology and Education Double Major, Athletic Training, Sport and Human Performance, and Sport Management), while also allowing for faculty to focus on specific goals set forth post-tenure (i.e. a large grant, an emphasis on community engagement, development of programs, shifts in teaching pedagogy, IPE, student engagement, etc...).

Tenured faculty in the Department of Kinesiology are expected to sustain high level performance and continuous improvement in the areas of teaching; scholarly accomplishments and contributions to the field; service to the University, community, and profession. These three areas will be evaluated by the tenured faculty in the department to determine if the individual is successfully contributing to the welfare and growth of the department, college, and University.

The comprehensive performance evaluation for tenured faculty members are administered in accordance with Academic Policy Statement 980204: PETF. The process of the performance evaluation of the tenured faculty in the Department of Kinesiology focuses on the development, maintenance, and the meeting of the standards of appropriate performance within the ranks of professor and associate professor. The reviews are conducted every fifth year after the faculty receives tenure, a promotion, and/or returns to a faculty position following an administrative appointment (0.5 FTE or greater).

The Role of the Tenured Faculty under Review:

The tenured faculty shall submit their FES records of the five most recent years and their current Curriculum Vitae. In addition, the tenured faculty shall prepare a narrative focusing on their most recent five years of progress in the areas of teaching, research and scholarly activities, and service. This narrative should provide a synthesis of the work done during the five-year time period but is not expected to be as comprehensive as when going up for promotion. The faculty may submit additional supportive materials that serve as evidence of sustained excellence in the areas of teaching, research, and service for their post-tenure review. All the documents will be uploaded by the tenured faculty into the management system in place at that time.

The Role of the Committee Conducting the Performance Evaluation of Tenured Faculty:

According to AP 980204, all tenured faculty members shall be reviewed by the Department Promotion and Tenure Advisory Committee (DPTAC) in the Department of Kinesiology. The DPTAC will conduct the post-tenure review using the documents submitted for the individual's most recent five-year period of employment.

The chair of the DPTAC will call for a vote via an anonymous ballot to determine if the tenured faculty member is continuing to maintain the criteria established by the department. If a simple majority or greater of the tenured faculty determines the faculty member exceeds the minimum standards of the unit for teaching, research, and service as

described in this policy, the faculty member will be certified as satisfying the PETF and no further actions will be required. Should the reviewed faculty member fail to receive at least a simple majority of the votes of approval from the tenured faculty voting, they will be subject to the procedures outlined in the Prompted Comprehensive Performance Evaluation (see AP 980204 sections 5 and 6).

The DPTAC will prepare and submit a professional evaluation of the strengths and areas for development of the tenured faculty member's sustained performance in the areas of teaching, research, and service. In addition, the summary will specify plans aimed at sustaining and/or strengthening the faculty member's portfolio in teaching, scholarly activities and creative endeavors, and service.

In keeping with APS 980204 – Performance Evaluation of Tenured Faculty, exceptions to the five-year schedule can be made by the chair (with the approval of the dean) when there is a sufficient reason (e.g., illness) to do so, but the period must not extend beyond six years.

Criteria and standards for the performance evaluation of tenured faculty

Post-Tenure Review will be analyzed using the FES records of the five most recent years.

For faculty on a nine-credit-hour-per-semester workload (3-3):

To maintain post-tenure satisfactory progress, the faculty member must obtain an average score (out of a possible 5.0) of 3.5 in teaching, 3.0 in scholarly activities, and 3.0 in service across the five years.

For faculty on a twelve-credit-hour-per-semester workload (4-4):

To maintain post-tenure satisfactory progress, the faculty member must obtain an average score (out of a possible 5.0) of 4.0 in teaching, 1.5 in scholarly activities, and 3.0 in service across the five years.

It is also expected that the tenured faculty member will engage in mentoring tenure-track faculty and students in the department, as well as engage in leadership at the department, college and university levels at SHSU. Additionally, the faculty may engage in service leadership in professional organizations. The tenured faculty member is expected to address these aspects in their narrative.

Procedures for the Prompted Comprehensive Performance Evaluation:

A tenured faculty who has received notification by the review committee to be performing below the appropriate minimum level shall be required to formulate and follow a Plan for Assisted Faculty Development (PAFD) as stated in the University policy (Academic Policy Statement 980204, Sections 5 and 6), including the selection of the peer consultation team.

Per Section 6 of APS 980204. The goal of the PAFD is to aid in restoring the faculty member to a level of performance that meets the appropriate minimum. The purpose of the PAFD is to make specific the types of activities or accomplishments necessary to bring about the restoration of performance to that level. The PAFD should be developed promptly and in consultation with the peer consultation team as well as the chair. Although each PAFD is tailored to specific circumstances, each plan will contain a summative component that will:

- identify specific deficiencies to be addressed;
- define specific goals or results necessary to remedy the deficiencies;
- outline the activities to be undertaken to achieve the necessary results;
- indicate the criteria used for assessing progress in meeting the plan;
- identify reasonable institutional resources to be committed in support of the plan.

Policy Review:

The Sam Houston State University Academic Policy Statement 980204: Performance Evaluation of Tenured Faculty was updated and approved during the 2022-2023 academic year. This policy aligns with the updated policy.


CERTIFICATION STATEMENT

This departmental criteria and standards for the performance evaluation of tenured faculty has been approved by the reviewer(s) listed below and represents the criteria and standards from the date of this document until superseded.

Original Date: Fall 2022 Review Cycle: by Spring 2027

Reviewer(s): Tenure and Tenure-track Faculty in the Dept of KINE
Chair of the Department of Kinesiology

Voted and approved by tenured faculty in the Dept of KINE: October 31, 2022

Approved: 
Emily A. Roper
Dean of the College of Health Sciences

Date: November 1, 2022