

## 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:** \_\_\_\_\_

**College/Unit:**

CAM                       COCJ                       CHSS                       COM                       NGL  
 COBA                       COE                       COHS                       COSET

**Standard:**

Promotion and Tenure                       Post-Tenure Review

**Department of Counselor Education  
Faculty Evaluation System (FES) Guidelines and Rubrics**

The Faculty Evaluation System guidelines for the Counselor Education Department are in accordance with [SHSU Academic Policy 820317](#) and the College of Education Faculty Evaluation System Policy and are consistent with the categories and standards of performance therein. Faculty members will be evaluated on these standards each calendar year and will be evaluated using the following rubrics.

<b>Department of Counselor Education DFES Rubric for Teaching</b>				
<b>Teaching</b>	Courses	Grants	Mentorship	Awards
10- Exceptional	Provides prof. development workshop at a national professional organization demonstrating “innovation” in the classroom (e.g., trying out new teaching strategies, using opportunities for technology, seeking feedback from students, eliciting data to improve teaching and courses through: peer observation and input; qualitative information from students)	Enhancement grant that brings in teaching resources for program,		

**Department of Counselor Education  
Faculty Evaluation System (FES) Guidelines and Rubrics**


<b>Department of Counselor Education DFES Rubric for Scholarship</b>						
<b>Scholarship</b>	Pubs/Conference	Books & Chapters	Grants	Awards	Recognition.	
10- Exceptional	2+ Publication in JCD, CES, MCED, AMCD (or other Tier 1 journal) + 2 refereed conference presentations					

**Department of Counselor Education  
Faculty Evaluation System (FES) Guidelines and Rubrics**

<b>Department of Counselor Education DFES Rubric for Service</b>				
<b>Service</b>	<b>Mentorship</b>	<b>Local service</b>	<b>Professional service</b>	<b>Awards</b>
10-Exceptional	2x9=10	Chairs a committee or project (Dept., COE, SHSU) that is recognized as bringing about tangible positive outcomes for that unit; and provides evidence of attendance and contribution.	National professional association president (1-year, particularly because many are multi-year terms: president-elect, president, past-president); editor or guest editor of a peer-reviewed journal	Demonstrates evidence of Community service: receives a community service award from a community organization or entity, university, or college; national professional organization recognition for service in the profession (via selection committee process)
9-Sign. Influence	2x8=9	Serves on a committee or project (Dept., COE, SHSU) that is recognized as bringing about tangible positive outcomes for that unit; and provides evidence of attendance and contribution.	Regional Association President (1-year, particularly because many are multi-year terms: president-elect, president, past-president) or national association officer or board member; editor or guest editor on peer-reviewed journal	Demonstrates evidence of active leadership status in community organization; receives formal recognition for serving as a journal reviewer, or an ad hoc journal reviewer, or serving on a board (regional or state)
8—High Influence		Serves on a committee or project (Dept., COE, SHSU) that requires substantial time; and provides evidence of attendance and contribution.; Advisor of Student Organization; Coordinates Professional Development Opportunities for faculty; 4 major assigned tasks to dept. not included in #5	State association president (1-year, particularly because many are multi-year terms: president-elect, president, past-president) or regional association officer or board member; Editor of peer-reviewed journal; Editorial board member of a peer-reviewed journal; service on state legislative board	2x7=8
7-Qualified influence	Chair 2 dissert above doc course requirement; grad 1 doc	Provides professional development opportunities for faculty, students and community; 3 major assigned tasks to dept. not included in 5	Ad hoc reviewer; coordinates local conferences/ pres.-elect or past-pres.; serves as a discussant at a professional conference; an educational or state board member	2x 6=7
6-Meritorious Equals 3 on a 5 point scale	Chair 1 dissert above doc course requirement	Serves on 2 major assigned tasks to dept. not included in 5	Conference reviewer of proposals (national or regional); serves as a session chair or presider at a professional conference;	Provides evidence of other service award or unsolicited recognition
5-Doing your job	At a minimum, faculty must attend/participate/serve in the following: 6. Applicant interviews; 7. Program, departmental, college, and university committee/faculty meetings; 8. Proposal and dissertation committee meetings and defenses; 9. University-required training; 10. Recruitment-related events; 11. Student Advisement; 12. Dissertation Committee Chair (when eligible), Dissertation Committee member; 13) Major assigned task for the dept.			

**Department of Counselor Education  
Faculty Evaluation System (FES) Guidelines and Rubrics**

4 and lower-Not doing your job				
		Co-chair a dissertation =.5		

APPROVED:   
[Stacey Victor \(Dec 6, 2022 13:46 CST\)](#)  
Stacey L. Edmonson, Dean

DATED: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Michael T. Stephenson, Provost and Senior  
Vice-President

DATED: \_\_\_\_\_