

- Department Chair.
- Positions open due to the resignation of an elected member are to be filled by a member elected at a special election called by the Department Chair.

The Faculty Evaluation FES Committee for calendar year 2022 is:

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- The Committee Chair shall call meetings, as deemed necessary, subject to the condition that the time and place shall be reasonably accessible to committee members.
 - All meetings of the committee shall be closed unless the committee and the Department Chair agree to hold an open meeting for the entire faculty. In this case, all faculty shall be notified in writing or by e-mail by the Department Chair in advance of the meeting.
 - The committee will not meet as a whole to review FES materials.
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- The committee shall be advisory to the Department Chair.
 - Each committee member shall independently review and verify each faculty member's FES materials and independently report her/his scores directly to the Department Chair.
 - Committee members shall report their recommendations in

semester teaching load and a nine-credit-hours-per-semester teaching load. The FES should include only items that are applicable to the current evaluation year. Items that are 'in review' shall not be included in the FES 3.

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- A five-point system (1/2 points as needed) is used to rate faculty. A point value (1-5) will be assigned. Faculty will be rated based on the requirements listed in the academic policy stated below.
 - The rating is based on classroom instruction, such as laboratory instruction, study abroad courses, or ACE courses; development of new courses, laboratories, or teaching methods; publication or development of electronic instructional materials; academic advising; or supervision of undergraduate and graduate students (i.e., supervising students in independent studies or directed studies) according to the Academic Policy Statement 820317.
 - A faculty member may submit a FES 1 document directly to the chair for evaluation purposes.
 - The final points will be weighted .25 (12-hour teaching load; 4-4) or .20 (9-hour teaching load; 3-3) and recorded to the nearest tenth.
 - FES 1 will be evaluated entirely by the Department Chair without any input from the FES committee.

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- The rating (the higher of raw or adjusted) for "A. Summary" on the IDEA Diagnostic Form will be used as the FES 2 score.
 - Tenure Track Faculty will provide, along with FES 3 and 4, the following items for each course evaluated during the Spring, Summer, and Fall semesters. These items will be printed from the SHSU IDEA website.
 - Cover page for each semester identifying each course evaluated
 - Summative sheet for each course
 - Summary results for each course
 - The final rating will be recorded to the nearest tenth and weighted .25 (12-hour teaching load) or .20 (9-hour teaching load).
 - All student-evaluated courses for the evaluation period shall be included determining the score for FES 2.

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- Each section of FES 3 (Scholarly Endeavors/Innovative

Full Paper Publications in Conference Proceedings
Abstract/Oral Presentations
Poster Presentations

If the abstract, poster, oral presentation, and conference proceeding are based on the same topic, only report in the calendar year when the conference is held as one achievement item.

- Grants and Research
 - Externally Funded Grants (PI or Co-PI)
 - Participating Grants Funded to other Entities (Consulting Grants. i.e. senior personnel, external evaluator)
 - Internally Funded Grants
 - In-Kind Contributions (i.e., donation of equipment and goods)
 - Non-Funded External Grants Proposals
- Innovative Accomplishments
 - Patents (only if the patent is awarded through SHSU in the year of evaluation)
- Research/Grants section (indicated point values are only recommendations)
 - Multi-year grants can be listed on the FES for the duration of the grant but must state the year it is awarded. The12 Tf1 0 0 1 374.59 47a.0912 0 12 792 reV

- The final points will be recorded to the nearest tenth and weighted .25 (12-hour teaching load) or .20 (9-hour teaching load).
- Any faculty member may propose exceptions and/or revisions of this policy at any regular meeting of the Engineering Technology faculty or at any special meeting called by the Department Chair. The Department Chair shall be obligated to consider such proposals in an open discussion if presented in writing.
- Any exceptions and/or revisions to this policy must be in place by January 1 of the year to be evaluated.