

**TENURE UNIT STANDARD ROUTING SHEET**

In support of the following academic policy statements, tenure unit performance standards will be maintained

## English Department

### FES guidelines and procedures

As established in APS 820317, all tenured and tenure-track faculty will be reviewed annually by the Chair. Although this is a separate review from other evaluations (such as the DPTAC's annual review of faculty), the performance objectives and standards remain the same for teaching, research/creative activity, and service, and faculty will include yearly FES scores in all evaluation dossiers. As stated in APS 820317.1.01 "The Faculty Evaluation System (FES) is established to provide an equitable, orderly and comprehensive approach to the evaluation of faculty performance at Sam Houston State University (SHSU). The FES is used for purposes of (1)

Optional FES dossier materials (examples):

- Classroom materials (syllabi and sample assignments of no more than 5 pages)
- Testimonials from publishers or other external entities (e.g., evidence of scholarly impact, status of submissions, etc.)
- Publication venue information (may include circulation, acceptance rates, a journal's impact factor, etc.)
- Reviews of scholarship
- Testimonials of service activity

Standards for Performance and Score Range (1.0-5.0, in .25 increments)

### **Scholarly and/or Creative Activity**

- 1) Tier 1: Peer-reviewed books. This category includes monographs, edited volumes, editions, translations, books of poetry and prose, and textbooks. All publications in this category must meet the requirements of a "peer-reviewed" venue, which will be defined as a publisher that vets all submissions considered for publication by sending such submissions to outside, anonymous reviewers—considered specialists—who evaluate the quality, substance, originality, and significance of submissions prior to a final decision on publication.
- 2) Tier 2: Peer-reviewed shorter works, (both in-print and electronic): publication (scholarly and creative) in journals, chapters in multi-

**Meets Expectations (3.0-4.25):** Faculty who meet the standards for Tier 2 publications OR who demonstrate research activity as defined in Tiers 3 and 4 will be deemed to have met expectations for the year. Published articles will receive the highest score

addresses and contextualizes the low productivity in this area, and a specific plan for increasing service activity.

### **Chair's Evaluation of Teaching**

Chair's evaluation of teaching will be based on a holistic evaluation of IDEA scores, faculty member's narrative discussion of classroom activities, professional development activities in the area of teaching, and, if applicable, peer observation reports. In order to meet or exceed expectations, faculty must demonstrate diligence and professionalism by holding regular classes, holding office hours, engaging in reasonable communication with students, adopting textbooks and entering final grades by established deadlines, and carrying out other university required teaching related activities.

- Peer Evaluation of Teaching: Candidates will have one peer observation review per year and include those written reviews in their materials for evaluation.
- Instructional activities: These will include