

PUBLIC HEALTH

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Standard:

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

Contact:

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Approved By:



Department Chair



Emily Roper (Dec 2, 2022 11:51 CST)

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Provost & Sr. VP for Academic Affairs

Faculty Annual Review Information
College of Health Sciences
Sam Houston State University
Department of Public Health

Review Period: January 1, 20XX – December 31, 20XX

Name: _____ **Academic Rank:** _____

According to Academic Policy Statement 820317 (Revised, May 4, 2022): The Faculty Evaluation System (FES) of Tenured and Tenure-Track Faculty, a faculty member shall prepare and submit to the department chair/coordinator a written individual professional evaluation. The three categories recognized for purposes of evaluation are teaching effectiveness, scholarly and/or creative accomplishments, and service. The self-evaluation should contain statements identifying an individual's strengths and weaknesses related to the three categories, and it should specify plans for the upcoming academic year aimed at strengthening the faculty member's performance. These statements will be retained in the faculty member's file and become part of the information base for the periodic review.

The FES provides a table of weights (Table I) for both the normative nine-Rating of Teaching Effectiveness, FES 3-Research and Scholarly Accomplishments, and FES 4-Service Activities. Non-tenured faculty may negotiate the weights of the FES categories with the chair prior to the beginning of the academic year. The negotiated weights are approved at the discretion of the chair and the Dean of the College of Health Sciences.

Directions for Annual Faculty Review:

Provide a record of your annual activities by inserting your information into the format below. Do not alter this form by rearranging or truncating the categories or by deleting any of the instructions. Any FES

Total points from items 2-19	Rating
25.00	5.00
20-24	4.50
15-19	4.00
10-14	3.50
5-9	3.00
0-4	0

The final determination of numerical ratings is made by the Chair of the Department of Public Health. The ratings are based upon the percental of points assigned and/or negotiated for teaching effectiveness, scholarly accomplishments, and service activities. The Chair's rating for teaching effectiveness is a component of the FES Summary Report (FES 5) and is discussed with the faculty during the annual review process.

II. RESEARCH AND SCHOLARLY ACCOMPLISHMENTS

A report of scholarly accomplishments (FES 3) shall be completed by each faculty member as a means of indicating a faculty member's scholarly and/or creative accomplishments. Each faculty member must submit the appropriate supporting documentation as required in the respective department's FES policy to verify the research and scholarly accomplishmened t accomign1otyacco (d)12/ri(eac)12.3 (nTd(,)Tj0.(i)6.9 (gn1o)8)6.9 (he)4

For each publication complete the following table:

Rating Points	Criteria
5.00	First/Supervising Author + High/Med Impact Factor Journal + Student Co-author
4.00	Co-author + High/Med Impact Factor Journal
3.00	First author in Low/No Impact Journal
2.00	Co-author in No Impact Journal
1.00	Any other publication that does not fall in any of the categories above

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2. ACCEPTED/In-Press for Publication

- A. Articles
- B.

None

Rating Points	Criteria
3.00	First/Supervising Author + Student Co-author
2.00	Co-author
1.00	

Rating Points	Criteria
2.00	Internal grant as a PI (SHSU/COHS)
2.00	Internal grant as a Co-I
1.00	Internal grant as a Consultant

b) Internal Grants/Awards (Funded)

Rating Points	Criteria
3.00	Internal grant as a PI (SHSU)
2.00	Internal grant as a Co-I
1.00	Internal grant as a Consultant

c) External Grants/Awards—Submitted

Rating Points	Criteria
3.00	Federal research grant as a PI
3.00	Federal research grant as a Co-I/Consultant
2.00	State or Foundation Grant as a PI
2.00	State or Foundation grant as a Co-I/Consultant
1.00	Any other grant that does not fall in any of the categories above

d) External Grants/Awards—Funded

Rating Points	Criteria
5.00	Federal research grant as a PI
4.00	Federal research grant as a Co-I
3.00	State or Foundation Grant as a PI/Federal grant as a Consultant
2.00	State or Foundation grant as a Co-I/Consultant
1.00	

OVERALL NUMERICAL RATNG FOR RESEARCH AND SCHOLARLY ACCOMPLISHMENTS:

The numerical rating for research and scholarly activities is determined by calculating the summary score from the tables above. Add all the rating points from the tables above and convert the summary score into numerical rating:

Summary Score Range	Overall Numerical ratings
10 and above	5.00
8-9	4.50
7	4.00
5-6	3.50
4	3.00
3	2.00
1-2	1.00

The final determination of numerical ratings is made by the Chair of the Department of Public Health. The ratings are based upon the percental of points assigned and/or negotiated for teaching effectiveness, scholarly accomplishments, and service activities. The Chair’s rating for research and scholarly accomplishments is a component of the FES Summary Report (FES 5) and is discussed with the faculty during the annual review process.

III. REPORT ON SERVICE

6. Specialized service related to Public Health (List and discuss your involvement with public health entities such as agencies, hospitals/hospital districts, emergency management operations, public and private schools, voluntary organizations, faith-based organizations, public and private organizations, civic organizations, etc. Include the above criteria in your response.) **None**

7. Recruitment of Students (List and include the above information for your involvement in recruiting of students that includes, but is not limited to, Saturday at SAM events, new student orientations, new student tours, etc.) **None**

8. Development of marketing materials (List and include the above information for the promotional materials your developed during the review period for degree programs, student advisement/services, department resources, etc.) **None**

9. Involvement in student organizations (List iip(,) 2.229 0 Td()TjEMC /P o38 (n)-4 (t)2.9 (s)5.I Td()T (ne)TTJ0.006

NUMERICAL RATNG FOR SERVICE:

Item	Criteria 10
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The final determination of numerical ratings is made by the Chair of the Department of Public Health. The ratings are based upon the percental of points assigned and/or negotiated for teaching effectiveness, scholarly accomplishments, and service activities. The Chair's rating for service is a component of the FES Summary Report (FES 5) and is discussed with the faculty during the annual review process.

IV. FACULTY ADMINISTRATIVE ASSIGNMENTS

Faculty serving in an administrative assignment that alters their instructional workload (see APS 790601, Faculty Instructional Workload), will receive a FES X form completed by the faculty member's chair shall with input from the administrative assignment supervisor.

Expectations for the administrative assignment shall be established between the faculty member, and the supervisor prior to the start of the appointment. This information will be used for the basishe W basior72 (ul)6.9 (t)6.9 (y I)1.7 (y)TjEMC 27e A/CID-33 -1.1(t)6y I35e 6.9 (y)TjEMC 5e 6.9 n7 (a)-2.8 (d)TJ0 T

Attachment 1

TABLE I: WEIGHTS FOR FACULTY EVALUATION

NORMATIVE TWELVE-CREDIT-HOURS-PER-SEMESTER WORKLOAD

FES 1 Chair's Rating	FES 2 Students' Rating	FES 3 Scholarly Accomplishments	FES 4 Service
.25	.25	.25	.25

NORMATIVE NINE-CREDIT-HOURS-PER-SEMESTER WORKLOAD

FES 1 Chair's Rating	FES 2 Students' Rating	FES 3 Scholarly Accomplishments	FES 4 Service
.20	.20	.40	.20

Source: Academic Policy Statement 820317: The Faculty Evaluation System of Tenured and Tenure-Track Faculty; Page 12 of 12; Revised May 4, 2022

Attachment 2

TEACHING TECHNIQUES UTILIZED
Department of Public Health



TECHNIQUES

Attachment 3

College of Health Sciences IDEA Response Rate Reviewing System



IDEA Response Rate
Reviewing.pdf

IDEA Response Rate Reviewing