

## **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

# Department of World Languages and Cultures: Tenured and Tenure-Track Faculty Evaluation Guidelines<sup>1</sup>

## 1. INTRODUCTION

The Sam Houston State University (SHSU) Department of World Languages and Cultures (WOLC) is committed to supporting faculty as teacher-scholars throughout their careers. The standards set forth in this document are consistent with and subservient to SHSU Academic Policies related to faculty evaluation (i.e., APS 820317, APS 900417, and APS 980204<sup>2</sup>), and the Texas State University System Rules and Regulations. This document articulates departmental expectations for faculty performance and evaluation and outlines expectations for WOLC faculty performance. The objective of these guidelines is to establish a framework for continuity and consistency across department-level evaluations. Thus, the following sections:

- Present department-specific guidelines for WOLC faculty;
- Define key terminology in terms of the disciplines represented in WOLC;
- Provide a non-exhaustive list of examples of acceptable faculty activities for evaluation;
- Assist those who review faculty dossiers as they interpret university and college guidelines.

The document presents WOLC-specific categories and standards of performance for all aspects of faculty evaluation, including:

- Faculty Evaluation System (APS 820317);
- Annual evaluation of probationary faculty by the Department Promotion and Tenure Advisory Committee (DPTAC; APS 900417);
- Third-year extensive review of probationary faculty by the DPTAC (APS 900417);
- Dossier for tenure and promotion to the rank of Associate Professor (APS 900417);
- Dossier for promotion to the rank of Professor (APS 900417); and
- Periodic post-tenure evaluation (APS 980204<sup>3</sup>)

Because the same general categories and standards of performance are used for all types of faculty evaluation, the remainder of the document provides a cohesive overview of these expectations.

WOLC is by nature a department that includes probationary and tenured faculty who specialize in a wide range of academic disciplines. As such, WOLC recognizes the necessity of maintaining flexible and inclusive guidelines for

the guidelines below<sup>4</sup>. Nevertheless, WOLC embraces and promotes excellence in teaching, scholarly and/or creative accomplishment, and service. Therefore, meeting only the required elements of faculty performance neither guarantees tenure and/or promotion, nor does it entitle a faculty member to the same.

## 2. CATEGORIES OF PERFORMANCE (APS 900417<sup>5</sup>)

APS 900417 5.01 presents general categories of performance for tenured and tenure-track faculty<sup>6</sup>. WOLC embraces these categories and further elaborates them as follows:

- 1) Teaching. In addition to lecture and laboratory instruction in all modalities as assigned, the Teaching category includes pedagogy-related activities such as curriculum development, formal and informal academic advising, student mentorship and research supervision beyond course-related activities, and other related endeavors that broadly constitute student learning support and/or program support.
- 2) Scholarly and/or Creative Accomplishment. This category comprises a range of outputs as appropriate to faculty strengths and their respective disciplines. Acceptable accomplishments are varied and include activities such as applied, archival, and theoretical research; collaborative research (e.g., with community, faculty, students<sup>7</sup>, etc...); digital humanities and other forms of public scholarship; interpretations and translations of scholarly materials; scholarship of pedagogy and publication of instructional materials; and other forms of scholarly and creative accomplishment as appropriate to the individual disciplines within the department.
- 3) Service<sup>8</sup>. The service category includes committee work and other activities that serve the department, college, university, profession, and community, and that are related to faculty appointment(s).

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<sup>4</sup> Where additional required criteria apply to evaluation, for example, promotion to the rank of Professor and post-tenure evaluation of faculty holding the rank of Professor, these are elaborated in the relevant section.

<sup>5</sup> Candidates who have completed third-year review prior to Spring 2023 will be evaluated under APS 900417 (November 2013). Candidates completing third-year review after Spring 2023 will be evaluated under APS 900417 (May 2022), current CHSS guidelines, and the guidelines established by their respective tenure unit(s).

<sup>6</sup> WOLC recognizes that there is often significant overlap between categories of performance. Faculty must avoid the practice of double-counting their activities, instead selecting the category that they deem most appropriate. Where questions arise, faculty should consult with the Chair about how to count their efforts.

### 3. STANDARDS OF PERFORMANCE (APS 900417<sup>9</sup>)

WOLC adheres to the performance standard of a "sustained pattern of professional competence and effectiveness in each of the categories of performance listed in [APS 900417] Section 5.01a". WOLC adopts CHSS's definition of this standard "as continuous or uninterrupted activity, contribution, production, or progress that is supported by annually documented evidence appropriate to the discipline(s) therein".

- Participates in required regular faculty evaluation procedures (at least once every two academic years);
- Updates course content as needed to reflect innovations in relevant disciplines and/or to meet department needs;
- Teaches courses as assigned based on department and program needs.

WOLC faculty are expected<sup>12</sup> to engage in additional activities, according to their strengths, that support teaching and mentoring of students. Examples of such activities include, but are not limited to:

- Formal and informal advising;
- Research supervision beyond regular classroom assignments;
- Honors contract supervision;
- Independent study courses;
- Letters of recommendation;
- Internship supervision;
- Other documented activities that support student success.

In addition to teaching and mentoring activities, WOLC faculty should engage in activities that support program maintenance and growth. Some program support activities naturally overlap with service activities; thus, faculty must choose whether to categorize their program support activities as teaching or as service. Faculty should participate in required program support activities unless faculty duties or other essential commitments preclude them from doing so<sup>13</sup>:

- Attend faculty meetings (e.g., WOLC kickoffs);
- Attend faculty interview activities (e.g./

- Participating in community engagement activities related to WOLC programs;
- Developing internship opportunities

growth in quality/significance. The narrative is supported by evidence that may include, but is not limited to, the following:

- Development of conference presentations into publications;
- Invitations to and/or membership in research groups or societies;
- Invited talks;
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expand beyond WOLC. Faculty are encouraged to consult with the Chair with concerns about their service responsibilities.

WOLC faculty are contributing members of the department, college, and university as they effectively teach, pursue creative and/or scholarly accomplishments, and provide relevant service.

*3.1.1 Expectations for probationary faculty seeking tenure and promotion to the rank of Associate Professor*



SHSU

- Service accomplishments (see 2.3.2 and 2.3.5 above for examples);
- CV, which includes at least the following:
  - academic training, summary of work experience, scholarly and creative contributions (juried contributions must be listed separately), funded grants (external and institutional grants must be listed separately), honors, awards, and other special recognitions (see APS 900417 6.02 a);
- Appropriate evidence

CHSS has established that external review for tenure and promotion is optional, and candidates for tenure and promotion cannot be penalized for opting out of external review.

#### *4.3.1 Narratives for Third-Year Review, Tenure and Promotion of Probationary Faculty, and Promotion of Tenured Faculty*

CHSS defines a narrative for third-year review and for promotion as a comprehensive written reflection on an individual faculty member's professional growth over the specified period, supported by and referring to the documented evidence and artifacts contained in the dossier.

- 2) The candidate must be able to demonstrate that any prior service meets the same standards of performance, in all three performance areas, currently expected of probationary faculty in the Department of World Languages and Cultures at SHSU for the same period of service.

Should a job candidate be eligible for and request prior service credit, the Chair may request additional documentation and evidence that demonstrate the candidate has met the SHSU requirements for the years of service being requested. The chair will use the same departmental instruments of evaluation to propose an award of prior service credit to the CHSS

## WOLC FES and Annual Review Rubric<sup>18;19</sup>: All Ranks<sup>20</sup>

Chair's Evaluation of Teaching:

5 – *Truly Exceptional*: Fulfills required duties and wins a competitive semester- or year-long pedagogy-related fellowship or grant; contributes to a multi-

## Scholarly and/or Creative Accomplishment<sup>22</sup>:

5 – *Truly Exceptional*

- Publishes at least one (1)

## Service<sup>24</sup>:

5 – *Truly Exceptional*: Serves on WOLC, CHSS, or SHSU committees as assigned and provides a multi-year professionally-relevant service activity that is not counted as Teaching or Scholarly and/or Creative Accomplishment. For example, serves as executive board member in a professional organization; oversees the writing and translation of conference materials; is invited as a keynote speaker; serves on editorial board; organizes a conference; oversees a multi-year community engagement initiative; etc... Wins a university, regional, state, national, or international professional service award;

4 – *Exceeds Expectations*: Serves on WOLC, CHSS, or SHSU committees as assigned and provides three