

## TENURE UNIT STANDARD ROUTING SHEET

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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 **has been approved** by the tenure unit **and** college dean.

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**Tenure Unit:** \_\_\_\_\_

**College/Unit:**

\_\_\_CAM                      \_\_\_COCJ                      \_\_\_CHSS                      \_\_\_COM                      \_\_\_NGL  
\_\_\_COBA                      \_\_\_COE                      \_\_\_COHS                      \_\_\_COSET

**Standard:**

\_\_\_Promotion and Tenure                      \_\_\_Post-Tenure Review                      \_\_\_Faculty Evaluation System (FES)

**Contact:**

Name (first & last): \_\_\_\_\_

SHSU Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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**Approved By:**

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*Department Chair*

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*College Dean*

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*Provost & Sr. VP for Academic Affairs*

shall be developed and approved by tenured faculty in tenure-track faculty. These standards shall be in keeping with the mission of the University, the mission and goals of the college, and the mission and purposes of this policy (the unit is defined as the Department of Criminology and Criminology). They are to be based on, but need not be limited to, the responsibilities of the faculty member in teaching, scholarly research and service. The standards shall take cognizance of the need to allow for the development of a faculty member's career.

Based on University Policy 980204, section 4, every tenured faculty member with less than a 0.5 administrative appointment shall be given a comprehensive performance evaluation every fifth year after receiving tenure, a promotion, returning to a faculty position following an administrative assignment, or after a previous comprehensive performance evaluation. Exceptions to this schedule may be made with approval from the dean and Provost, for all faculty holding administrative positions of 0.5 FTE or greater.

The comprehensive performance evaluation shall normally begin with written notification by the chair to the faculty member by ~~the~~ <sup>the</sup> periodic comprehensive performance evaluation shall be on helping the faculty member improve performance in the conduct of professional duties.

As indicated in University Policy 980204, section 3, the standards of performance for tenured faculty shall align with those established in The Faculty Evaluation System of Tenured and Tenure-Track Faculty (APS 820317) by the faculty at the department level, approved by the respective chair and academic dean, and retained on file in the Office of the Provost. This initial review shall make use of FES records for the five (5) most recent years. While the annual FES documents shall serve as the initial basis for comprehensive employment evaluation

In addition to the FES documents, the faculty member under review shall provide a CV (Curriculum Vitae) and may want to include narratives that provide context to the FES documents and discuss accomplishments in teaching, creative and scholarly activities, and service. Since the DPTAC recommends to the department chair a six-, nine-, or twelve-hour

workload based on work with doctoral students, faculty members under review shall report all work with doctoral students during their PETF. If a simple majority or greater of the DPTAC voting by secret ballot determines that the faculty member meets or exceeds the accepted minimum standards of the unit, the faculty member shall be notified in writing by the DPTAC of the vote and as satisfying the PETF, and no further action shall be required. A copy of this written notification shall be sent to the chair, dean, and Provost. DPTAC members must be present to vote unless on faculty developmental leave or other approved leave.

In keeping with the university policy, the Department of Criminal Justice and Criminology has identified the following minimum accepted standards of performance for faculty based on the FES records of the most recent 5-year averaged rating.

**Category      FES Average Minimum Rating**

<b>Teaching Effectiveness: Chairs Rating (FES 1) &amp; Students' Rating (FES 2)</b>	<b>2.5</b>
<b>Scholarly &amp; Creative Accomplishments (FES 3)</b>	<b>2.5</b>
<b>Service (FES 4)</b>	<b>2.5</b>
<b>Overall</b>	<b>3.0</b>

Should the reviewed faculty member fail to (ew31e1 Tc 0.006Tw 0.2564 0nBDC 8 reW 0 TdnBTnBDC 8-8