



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 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
- APS [890301](#), Hiring, Evaluation, Promotion, and Merit for Non-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 ***have been approved*** by the tenure unit ***and*** college dean.

Tenure Unit: Business Administration & Entrepreneurship

College/Unit:

☐ CAM
☐ COBA

☐ COCJ
☐ COE

☐ CHSS
☐ COHS

☐ COM
☐ COSET

☐ NGL

Standard:

☐ Promotion and Tenure

☒ Post-Tenure Review

☐ Faculty Evaluation System (FES)

☐ Non-Tenure Track Faculty Promotion

☐ Non-Tenure Track Faculty Annual Evaluation

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Approved By:

Department Chair

College Dean

Provost & Sr. VP for Academic Affairs



**College of Business Administration
Department of Business Administration
& Entrepreneurship
Performance Evaluation of Tenured Faculty (Post-
Tenure Review) Standards**

Prepared by the Tenured Faculty in Consultation with the Tenure-Track
Faculty of the Department of Business Administration
& Entrepreneurship
Effective Fall 2025

Approved by:

A handwritten signature in black ink, appearing to read 'Traci Austin', written over a horizontal line.

Traci Austin, Ph. D.
Associate Professor
DPTAC Chair

A handwritten signature in black ink, appearing to read 'Diana Brown', written over a horizontal line.

Diana Brown, J.D.
Associate Professor
Department Chair

Shar Self, Ph.D.
Dean
College of Business Administration



College of Business Administration
Department of Business Administration & Entrepreneurship
Post-Tenure Review Standards
Effective Fall 2025

Academic Policy Statement (APS) 980204 (May 2022), "Performance Evaluation of Tenured Faculty" is the university policy that guides the Performance Evaluation of Tenured Faculty (PEFT) at Sam Houston State University (SHSU). The SHSU Department of Business Administration & Entrepreneurship uses *APS 980204* to guide the Department in the process of reviewing tenured faculty every five (5) years.

Section 2.01 of APS 980204 allows the tenured faculty in consultation with the tenure-track faculty of the Department of Business Administration & Entrepreneurship to develop department-specific standards of performance for tenured faculty within the department, subject to the approval of the department chair, college dean, and university provost.

Section 4.02b of the policy (980204) states "...initial review shall make use of FES records for the five (5) most recent years." During the Fall 2022 semester, the tenured faculty in consultation with the tenure-track faculty of the Department of Business Administration & Entrepreneurship met and developed the departmental standards for post-tenure review. These standards were reviewed in Fall 2024 by the BAE FES Committee. The standards are based on FES scores and are attached hereto.

Academic Policy Statement (APS) 980204 (May 2022) guides the Prompted Comprehensive Performance Evaluation process at Sam Houston State University (SHSU). The SHSU Department of Business Administration & Entrepreneurship uses *Section 5 of APS 980204* to guide the Department in the performance of the Prompted Comprehensive Performance Evaluation process and *Section 6 of APS 980204* to guide the Department in the formulation of Plans for Assisted Faculty Development.

Unique to the College of Business Administration (COBA)

COBA is accredited by the Association to Advance Collegiate Schools of Business (AACSB, International). One of the categories reviewed by AACSB is the faculty qualifications of the college's faculty. COBA determines the requirements for the various status levels of faculty qualifications. In the Department of Business Administration & Entrepreneurship, faculty must meet COBA's standards for faculty qualifications related to AACSB accreditation at the time of reaccreditation. In general, doctoral-qualified faculty should meet the "Scholarly Academic" or "Practice Academic" category. In no instance should a doctoral-qualified faculty member be "Additional."



College of Business Administration
Department of Business Administration and Entrepreneurship
Post-Tenure Review Standards

Minimum performance standards for the five-year period under review:

1. A rolling average of the previous five years' FES 1 and FES 2 average scores of not less than 3.50
AND
2. A rolling average of the previous five years' FES 3 scores of not less than 2.00.
AND
3. A rolling average of the previous five years' FES 4 scores of not less than 2.00.
AND
Have met the college's AACSB inspired definition of "Scholarly Academic" or "Practice Academic" for the previous reaccreditation period AND, in the opinion of the tenured faculty, be making sufficient progress towards meeting those definitions for the current reaccreditation period.

Calculations (EXAMPLE):

Year	FES 1 + FES 2		Average	FES 3	FES 4
	FES 1	FES 2			
1	3.7	4	3.85	2.00	4.50
2	4.5	4.2	4.35	2.50	3.88
3	4.1	3.6	3.85	3.00	4.37
4	4.3	3.5	3.9	3.00	4.36
5	4.6	4.1	4.35	3.50	3.42
Five Year		Average	4.06	2.80	4.11
Minimum		Standard	3.50	2.00	2.00

Prompted Comprehensive Performance Evaluation:

If a faculty member is performing below the appropriate minimum level, then a Prompted Comprehensive Performance Evaluation process shall commence pursuant to section 5.02 of the University's Academic Policy Statement 980204. An adequate amount of time will be given to the faculty member to rectify the deficiency.

Submission to DPTAC Committee:

Faculty members under review shall submit, for the DPTAC Committee's review, FES records for the five most recent years. In addition to the FES documents, the faculty member under review may provide a CV and narratives that provide context to the FES documents and discuss accomplishments in teaching, creative and scholarly activities, and service. It is not the responsibility of the DPTAC Committee to locate this information. It is the obligation of the faculty member to ensure all information is entered into Watermark.