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

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: Department of Computer Science

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): Bing Zhou

SHSU Email: bxz003@shsu.edu

Phone: 936-294-1590

Approved By:

Department Chair

College Dean

Provost & Sr. VP for Academic Affairs

Performance Evaluation of Tenured Faculty
Department of Computer Science
Sam Houston State University

November 9, 2022

Preface

In accordance with Section 51.942 of the Texas Education Code, this document establishes *appropriate minimum standards of performance* for tenured faculty in the Department of Computer Science.

Introduction

The guidelines set forth in this document are for the purposes of periodic performance evaluation as described in Section 3 of the Academic Policy Statement on The Performance Evaluation of Tenured Faculty. These guidelines are designed to determine whether the faculty member being evaluated has met *minimum* standards as a tenured member of the Department of Computer Science. This evaluation is *not* designed to replace the current, detailed annual FES–based evaluation for the purpose of merit, promotion, and tenure consideration for probationary faculty.

Context

The faculty of the Department of Computer Sciences emphasize Value (a) listed in the Preface of the Academic Policy Statement on The Performance Evaluation of Tenured Faculty that the process should avoid any genuine infringement on academic freedom and Value (d) that it should be operated in such a way as to present no threat to the essential institution of academic tenure. The necessity of this emphasis and the importance of the institution of tenure are reflected in the following three paragraphs from the Preamble to the 1940 statement on academic freedom and tenure endorsed by 168 professional associations including Association of American Colleges and Universities, American Association for Higher Education, American Association of University Professors, and a wide variety of discipline-specific associations and associations of academic administrators by level (e.g., deans, deans of Arts and Sciences, etc.)

> "Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher (…) or the institution as a whole. The common good depends upon the free search for truth and its free exposition.
>
> Academic freedom is essential to those purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of the truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.
>
> Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic

security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

Realizing that Academic Freedom and the institution of tenure carry certain responsibilities and duties, and in response to Section 51.942 of the Texas Education Code, the faculty members of the Department of Computer Science define in this document a *minimum* standard of appropriate performance for evaluative purposes. The major focus of the current annual review is improving faculty performance, but the primary focus of the five-year faculty review is to ensure that each tenured faculty in the Department of Computer Science is performing up to an appropriate minimum standard with regard to the responsibilities and duties of the institution of tenure.

Tenured Faculty Performance Review

1. Process
    a. Completion of annual FES forms by faculty member (including personal evaluation of strengths and weaknesses)
    b. Completion of annual Tenured Faculty Performance Review Form (TFPRF) to indicate appropriate minimum performance over the five-year period leading to the review year (see attached list of potential activities)
    c. Review by tenured faculty of faculty member's TFPRF's from preceding five years
    d. Vote by tenured faculty on whether the faculty member under review has met or exceeds the minimum standard of performance.

2. Standards
    Minimum standards for faculty members in the Department of Computer Science consists of ten (10) listed activities on the TFPRF over the five-year period leading to the review. Note that any type of listed activity may be listed in successive years.
    The TFPRF should be completed annually and contains a listing of no more than three (3) activities from the list of potential activities attached to the form. If deemed necessary by the faulty member, appropriate activities not appearing on the master list may be used to complete the TFPRF. The limitation to listing three (3) activities per year (at most 15 over five years) is intended to reflect *conformance to minimum standards*. We emphasize that these forms should not be used when evaluating faculty for the purposes of merit or promotion.

Tenured Faculty performance Review Form

Name_____

Year_____

The purpose of this form is to annually record activities in which the faculty member participates and which demonstrates our minimum standard of performance is being satisfied. Each tenured faculty member is asked to list up to three (3) activities to be used for this consideration. Please see the attached sheet for a non-comprehensive list of activities which may be used. The faculty member is free to list activities not included on the attached list if the faculty member feels they are appropriate for consideration in determining if the minimum standard of performance is being satisfied. It is not to be considered that the following list of activities is a comprehensive list of all activities involving the faculty member.

_____

_____

_____

Tenured Faculty Performance Review Activities List

The following is a Department of Computer Science approved list of activities from which a tenured faculty member might choose those to be placed on his/her Tenured Faculty Performance Review Form. The criteria used to develop the list was to choose activities related to teaching effectiveness, non-teaching activities supportive of the institution, non-teaching activities supportive of the students, activities supportive of other faculty, and scholarly and professional activities including professional growth activities. It is emphasized that the following list is not all inclusive, and the individual faculty member is free to list any activity which they deem appropriate in their Tenured Faculty Performance Review Form. Upon majority approval of the tenured faculty in the Department of Computer Science, other activities may be added to the approved list.

1. Development of a new course or new materials to be used in a course. This would typically include development and teaching of a new course; however, it is also recognized that a new course or new course materials may be developed in cooperation with others and not all persons with active participation in the development would be able to teach the course.

2. Development and/or maintenance of course content files for faculty or student use

3. Participation in a mini course or workshop, or formal continued education activities on topics related to professional development. Such workshops or mini courses could be devoted to the development of a new course, advances in current subject matter or pedagogy, or a new subject area for the participant.

4. Development or implementation of innovative teaching strategies. It is recognized that the development and implementation of innovative teaching strategies may be separate activities and either can be listed.

5. Support for students' learning (e.g., regular laboratory tutoring, or teaching classes by conference, etc.)

6. Grant or contract proposal development and submission or other activities that may lead to the acquisition or development of facilities, equipment, or other resources

7. Book or article submission

8. Local, regional, state, or national presentations. This can include presentations at conferences, seminars, colloquia, in-service workshops, or academic lectures or seminars presented to community or university groups.

9. Service on university level, college level, or departmental level committee. List specifically.

10. Service on the faculty senate

11. Service activities related to academic publication such as textbook review, journal editor, proceedings editor, or article review

12. Service to a professional organization as an committee organization officer or committee member

13. Service to support local, regional, state, or national conferences, workshops, or seminars. List the activity specifically such as a conference organizing committee, session chair, etc.

14. Service to local, regional or state schools or school organizations (e.g., science fair judging, academic challenge judge, etc.)

15. Service on master's or doctoral committee (e.g., admission, project supervisor, thesis supervisor, dissertation supervisor, etc.)

16. Service on undergraduate research (e.g., thesis advisor, research project advisor, other supervision of student research, etc.)

17. Service to students' organization (e.g., club sponsor)

18. Formal student advising

19. Participation in formal activities aimed at student recruitment

20. Departmental administrative duties such as class scheduling, tutoring, laboratory coordination, program coordination, or departmental liaison to other departments or programs.

21. Consulting activities with the department, within the university, or unreimbursed consulting outside of the university. A modest honorarium is not considered a reimbursement for consulting.