



## 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:** Educational Leadership

**College/Unit:**

CAM                       COCJ                       CHSS                       COM                       NGL  
 COBA                       COE                       COHS                       COSET

**Standard:**

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

**Contact:**

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**Approved By:**

*Kathleen Rice*  
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 Department Chair

*Stacey Victor*  
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 Stacey Victor (Dec 1, 2022 13:57 CST)  
 College Dean

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 Provost & Sr. VP for Academic Affairs

**POST-TENURE REVIEW POLICY**  
**Department of Educational Leadership**  
**Sam Houston State University**

It is the belief of the tenured faculty in the Department of Educational Leadership that our mission is best accomplished in a culture of communication, collaboration, and teamwork. In order to realize our vision for quality programs and a dynamic, productive, student- and service-oriented department, faculty must be visible and available to each other and to students. It is expected that tenured faculty will exhibit ownership and commitment to the department's mission, goals, and projects. Each faculty member is expected to attend (and contribute as appropriate) university, College of Education, departmental, and program meetings and be available to students, faculty, and administration on a regular basis.

Each tenured faculty member is encouraged to utilize every resource and opportunity available to further his/her professional development. Special emphasis should be placed on teaching, scholarly activity, and service. Positive student-teacher interactions are crucial to the programs in the Department of Educational Leadership, and each faculty member is expected to demonstrate that s/he has effectively taught the prescribed curriculum related to certification and licensure and has made efforts to improve the content and quality of his/her curriculum and classroom performance.

Each member of the faculty is responsible for accumulating and providing for review all pertinent documentation required by the Department of Educational Leadership, the College of Education, and Sam Houston State University. Each faculty member is further encouraged to accumulate any additional documentation that can be used as an indication of the faculty member's professional activities and contributions to the Department of Educational Leadership. Documentation should include but is not limited to the following:

### **A. Teaching**

Our department holds a higher average score than the college or the university on the university student evaluation of teaching system. At the time of the post-tenure review, it is expected that the tenured faculty member will have a score above the average of the university in the area of teaching.

Other activities/materials, which are valued, include, but are not limited to:

1. New courses developed.
2. New material integrated into existing courses to update their content.
3. Teaching overloads/workloads.
4. Assuming coordination of various coursework within the department.
5. Use of technology and/or pedagogy to the educational process.
6. Written documentation demonstrating student appreciation or support, such as thank you letters, a letter from Student Life where graduates state faculty have had a particularly important impact on their education, faculty evaluation forms, or any

other form of documentation supporting the faculty member's contributions to a student(s) academic development.

7. Academic advisement and supervision of students.
8. Evidence of professional development with respect to teaching.

## **B. Research and Scholarly Activity**

The Department of Educational Leadership faculty members are expected to show evidence of a sustained level of scholarly activity. Tenured faculty members are expected to have 15 of the following activities over the 5-year period. **Ten are expected to be from B1 and B2 below:**

Activities in this category are limited to:

1. Refereed journal articles, books, or book chapters in the field. For any articles published that require a form of payment, the faculty member must provide evidence the journal is reputable, scholarly, and legitimate.
2. Major External Grants written, submitted, and/or obtained as a principal or co-principal author. If counted in this category, the grant(s) may not be counted in the area of Professional Service.
3. Presentation at a professional meeting
4. Publication in a recognized popular or trade journal, newsletter, or invited presentations
5. Editor/co-editor of a professionally recognized journal.
6. Faculty members are expected to have a clear line of research.
7. Faculty members are expected to assume a leadership role in research and scholarly activity. This leadership role can be demonstrated through, but not limited to:
  - a. Publishing refereed articles with graduate students.
  - b. Presenting at professional conferences with graduate students.
8. Faculty members are expected to assume a leadership role in mentoring. This leadership role can be demonstrated through, but not limited to:
  - a. Mentoring other faculty members in research and scholarship.
  - b. Mentoring graduate students in research and scholarship.
9. Other scholarly activity (justification required)

## **C. Professional Service**

The Department of Educational Leadership faculty members are encouraged to work closely with their department, programs, the College of Education, and Sam Houston State University colleagues as well as schools, higher education institutions, and professional organizations.

Activities/materials, which are valued and required are:

1. Sustained leadership in service to the program and to the department.
2. Serves as a committee member on doctoral student dissertations.
3. Serves as a chair/co-chair on doctoral student dissertations.

4. Assists with advising, recruiting, and retaining students for programs.

Evidence may include, but is not limited to:

5. Technology developed or maintained for program, department, college, or university use. This may refer to the use of social media or a web presence.
6. Other accomplishments in support of the program, department, school, higher education institutions, or other organizations.
7. Membership, committee, and/or leadership positions in local, state, and/or national professional organizations.
8. External funding and/or resources. If counted in this category, it may not be counted in the area of Research and Scholarly Activity.
9. Editorial review boards of professionally recognized journals.
10. Proposal review for professional conferences and/or organizations.
11. Proposal review for grant-awarding agencies.
12. A sustained record of continuing service and leadership to the university, profession, and community
13. Contributes to the profession by such activities as peer reviewing articles, leading research teams, organizing research seminars and symposia, and mentoring junior faculty in teaching, advising, research, and grant writing.
14. Demonstrates collegiality by contributing to the functioning of the department by doing their part to ensure the success of department programs.

Each faculty member is expected to demonstrate that s/he has made efforts to improve the content and quality of their classroom performance during the post-tenure review period. Each faculty member is encouraged to have made significant efforts in teaching, scholarly activity, and service. Faculty not meeting the post-tenure review criteria will be subject to the comprehensive performance evaluation as outlined in [Academic Policy Statement 980204](#).

Committee Members Present:

Dr. Susan Skidmore (Chair)  
 Dr. Julie Combs  
 Dr. Paul Eaton  
 Dr. Matt Fuller  
 Dr. Peggy Holzweiss  
 Dr. Fred Lunenburg  
 Dr. Cynthia Martinez-Garcia  
 Dr. Nara Martirosyan  
 Dr. Ric Montelongo  
 Dr. Patrick Saxon  
 Dr. John Slate

APPROVED:   
Stacey Victor (Dec 1, 2022 13:57 CST)  
 Stacey L. Edmonson, Dean

DATED: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
 Michael T. Stephenson, Provost  
 and Senior Vice-President

DATED: \_\_\_\_\_