



## 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 Forensic Science

**College/Unit:**

<input type="checkbox"/> CAM	<input checked="" type="checkbox"/> COCJ	<input type="checkbox"/> CHSS	<input type="checkbox"/> COM	<input type="checkbox"/> NGL
<input type="checkbox"/> COBA	<input type="checkbox"/> COE	<input type="checkbox"/> COHS	<input type="checkbox"/> COSET	

**Standard:**

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

**Contact:**

Name (first & last): Sheree Hughes

SHSU Email: sxh039@shsu.edu

Phone: 294-2608

**Approved By:**

Department Chair

College Dean

Provost & Sr. VP for Academic Affairs

# **STANDARDS OF PERFORMANCE**

## **Guidelines for Tenure and Promotion**

### **Department of Forensic Science**

The standards for tenure and promotion in the Department of Forensic Science at Sam Houston State University (SHSU) reflect a commitment to academic excellence. Therefore, for tenure and/or promotion to be awarded, the candidate must have demonstrated a commitment to academic excellence. This policy sets forth the standards for tenure and promotion in the Department of Forensic Science. These standards are consistent with, and subservient to, SHSU Academic Policy #900417 and the rules and regulations set forth by The Texas State University System (TSUS).

#### **For Award of Tenure – Promotion to Associate Professor**

Candidates must possess the terminal degree appropriate to the discipline and, under usual circumstances, must have served at least five and one-half years as an Assistant Professor. Candidates must demonstrate a sense of consistency and growth in their teaching and scholarly activities, clear and convincing evidence of emerging stature as a regional or national authority, research productivity, and a likelihood of continuing excellence. Specific guidelines include:<sup>1</sup>

##### ***Teaching:***

- High teaching evaluations as established by both student and administrative evaluations of performance.
- Evidence of teaching development and incorporation of new materials and standards that demonstrate currency in the field.
- Use of effective classroom communication skills and equitable procedures in measuring student performance.
- Evidence of increasing involvement with students (e.g., advising, mentorship, student organizations, and other student activities).
- Chairing dissertation/thesis/portfolio committees to completion.
- Increasing participation in curriculum planning and development.
- Effectively mentors other faculty members in teaching.

##### ***Research and Scholarly Activity***

- Active participation in scholarly achievement as evidenced by:
  - Publication of articles in refereed or peer-reviewed journals.
  - Receipt and administration of internally and externally funded grant(s).

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<sup>1</sup> According to Academic Policy #900417, “A faculty member cannot be promoted to the rank of associate professor without a concomitant award of tenure” (2.04).

- Presentations of scholarly papers or works at professional forums; or other externally evaluated scholarly activities.
- Participation as an invited lecturer, presenter, or other such activity at regional, state, or national professional functions or venues.
- Memberships and participation in appropriate regional and national professional societies.
- Demonstrated potential of sustained growth in scholarly activity.
- Effectively mentors other faculty members in research activities.

***Professional Service:***

- Increasing record of (pro bono) service to the university, profession, or community (this includes service to committees, organizations, or working groups) at the department, college, and university level.
- Demonstrated potential of future leadership in the university, profession, or community.

**For Promotion to Professor – Research Intensive**

The rank of Professor is the most prestigious academic rank at the university. For promotion to this rank, candidates must possess the terminal degree appropriate for the discipline. Under usual circumstances, a candidate must have served a minimum of five and one-half years as Associate Professor. In addition, a candidate must demonstrate the highest levels of attainment in the criteria appropriate to their work assignments, including a history of leadership and cooperation at all university levels and a likelihood of continuing excellence and achievement. Specific criteria for promotion to the rank of Professor include:

***Teaching:***

- High teaching evaluations as established by both student and administrative evaluations of performance.
- Evidence that teaching innovations and updated materials and standards are incorporated regularly into the classroom, demonstrating currency in the field.
- Sustained record of student support, assistance, or mentorship as evidenced by chairing dissertation/thesis/portfolio committees to completion.
- Demonstrated evidence of participation in program and curriculum enhancement, development, or planning.

***Research and Scholarly Activity:***

- Record of sustained scholarly activity as evidenced by the publication of articles in refereed or peer-reviewed journals, publication of books, editorships, awards, and receipt of external grants and contracts.
- Sustained participation in professional societies as evidenced by presentations of papers at professional venues or other equivalent activity associated with

professional conferences or any other peer-evaluated scholarly activity with regional or national recognition.

- Evidence of region-wide or nation-wide reputation for professional excellence and accomplishment.

***Professional Service:***

- Sustained record of (pro bono) service to the profession, university, and community (This includes service to committees, organizations, or working groups) at the department, college, and university level
- Demonstrated leadership roles in the profession, the university, and the community.