



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: Biological Sciences

College/Unit:

☐ CAM	☐ COCJ	☐ CHSS	☐ COM	☐ NGL
☐ COBA	☐ COE	☐ COHS	☒ COSET	

Standard:

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

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Approved By:

Department Chair

College Dean

Provost & Sr. VP for Academic Affairs

Pursuant to Academic Policy 980204, each tenured faculty member will undergo a performance evaluation every five years with the “goal to improve faculty performance without infringing upon academic freedom” within each academic unit. Tenured faculty in the Department of Biological Sciences are expected to maintain an acceptable level of teaching, scholarly activity, and service. The departmental DPTAC will utilize the annual Faculty Evaluation System (FES) and the attached checklist to evaluate tenured faculty in the areas of teaching, scholarly activity, and service.

The purpose of the attached checklist is to annually record activities in which the faculty member participates to demonstrate that the Department of Biological Sciences minimum standards of performance are being satisfied. Each tenured faculty member is required to complete at least six activities per year on the attached checklist in order to meet departmental minimum standards. The attached checklist is not a comprehensive list of activities and faculty members are permitted to list activities not included here if they feel that such activities are appropriate for consideration in determining if the department’s minimum standards of performance are being satisfied.

A complete Performance Evaluation portfolio will thus include copies of the faculty member’s five previous FES forms and a completed checklist for each of the previous 5 years.

Tenured Faculty Performance Review Activities List

Name: _____

Year: _____

	1. Development of a new course or major revision of existing course.
	2. 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.
	3. University level or college level committee service. (List specifically.)
	4. Service on the Faculty Senate.
	5. Activities supporting local, regional, state or national conferences, workshops or seminars. List the activity specifically such as conference organizing committee, session chair, etc.
	6. Participation in formal activities aimed at student recruitment.
	7. Departmental administrative duties such as lab coordination (for multi-section lab courses), program coordination.
	8. Unreimbursed professional consulting outside of the university. A modest honorarium is not considered a reimbursement for consulting.
	9. Formal undergraduate student advising.
	10. Student support activities such as student club sponsor (e.g., SHAMOS, TriBeta, etc.)
	11. Graduate thesis advisor.
	12. Undergraduate student research project advisor, or other supervision of student research.
	13. Grant or contract proposal development and submission.
	14. Grant or contract award.
	15. Book, book chapter, or peer-reviewed article submission.
	16. Book, book chapter, or peer-reviewed article publication.
	17. Service activities such as textbook review, journal editor, proceedings editor, participation in a grant review panel.
	18. 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.
	19. Professional organization officer or committee member or other formal service to a professional organization.
	20. Community outreach in a professional capacity (e.g., science fair judging, academic challenge judge (list specifically)).
	21. Service on Master's or Doctoral committee.