

1. GENERAL FEATURES OF THE FACULTY EVALUATION SYSTEM

- 1.01 The Faculty Evaluation System is established to provide an orderly, comprehensive approach to the evaluation of faculty performance at Sam Houston State University. The system is designed to maximize objectivity and minimize bias. The evaluation system is important for purposes of (1) faculty development, (2) promotion in academic rank, (3) rewarding meritorious performance through salary adjustments, (4) contract review for probationary faculty members, and (5) decisions concerning future contracts for non-tenured and non-tenure track faculty members.
- 1.02 The Faculty Evaluation System is intended to recognize and reward excellence serving to advance the mission and goals of the University. The Faculty Evaluation System (FES) recognizes that faculty members' interests, strengths, and skills evolve throughout their careers (see Academic Policy Statement 790601, *Faculty Instructional Workload*). The University is best served by striving for a system that has enough flexibility to reward meritorious performance with enough structure to promote fairness and consistency. SHSU's FES process evaluates faculty performance in each of three categories (see Section 1.03). The FES provides a table of weights (Table I) for both the normative nine-credit-hours-per-semester- and twelve-credit-hours-per-semester-workloads (see Academic Policy Statement 790601, *Faculty Instructional Workload*) and identifies the respective weights used in creating the final summary FES score (see Section 6).
- 1.03 The Faculty Evaluation System recognizes three categories for purposes of evaluation. These three categories are: teaching effectiveness, scholarly and/or creative accomplishments, and service. Each of these categories will be assigned a weight as specified in Table I, "Weights for Faculty Evaluation," attached to this policy statement. Teaching effectiveness is comprised of two inputs, the Chair's Rating of Teaching Effectiveness (FES 1) and the Students' Rating of Teaching Effectiveness (FES 2). The weights applied to the FES 1 and FES 2 scores are the same to ensure that both the chair's and students' ratings contribute 50% of the overall measure of teaching effectiveness. The respective colleges are responsible for the determination and development of specific performance standards to be evaluated in FES 1, FES 3, and FES 4. Input from faculty members at the department/school and/or program level is strongly encouraged in identifying specific performance standards that may be unique to a given

department/school or program. The University values continuous improvement efforts and encourages the incorporation of professional development standards within FES 1, FES 3, and FES 4. The categories used in the Faculty Evaluation System are similar to those identified in Academic Policy Statement 800722, *Promotions in Rank and Advances in Salary Within Rank*, and Academic Policy Statement 900417, *Faculty Reappointment, Tenure, and Promotion*.

1.04 Provisions are made in the Faculty Evaluation System for the following:

- a. A rating of teaching effectiveness to be accomplished by combining the chair's evaluation of faculty teaching effectiveness and the students' evaluation of classroom teaching effectiveness. The chair's evaluation will consider the general guidelines in Section 2. The students' evaluation will follow the guidelines in Section 3.
- b. A report of scholarly and/or creative accomplishments (FES 3) is to be completed by using the "Report on Scholarly and/or creative Accomplishments." This report is to be completed by each faculty member as a means of indicating his/her scholarly and/or creative accomplishments. Each faculty member must submit the appropriate supporting documentation as required in the respective college's FES policy to verify the scholarly and/or creative accomplishments (see Section 4.)
- c. A report of service activities (FES 4) is to be completed by each member of the faculty as a means of indicating his/her service. Each faculty member must submit the appropriate supporting documentation as required in the respective college's FES policy to verify his/her service activities (see Section 5).
- d. A summary rating of each faculty member based upon FES 1 through FES 4 is to be completed by using the "FES Summary Report" (Attachment 1). This "FES Summary Report" is to be completed by the department/school chair and is to be signed by both the chair and the faculty member. A faculty member who fails to sign the FES Summary Report shall be ineligible for any merit increases based on productivity in the time period covered by the unsigned FES Summary Report. A faculty member who believes the FES Summary Report does not accurately