

AWARDS & RECOGNITION COMMITTEE POLICY AND PROCEDURES

COLLEGE OF SCIENCE & ENGINEERING TECHNOLOGY

SAM HOUSTON STATE UNIVERSITY

PURPOSE

The College of Science & Engineering Technology Awards & Recognition Committee has developed the application process and review criteria for awarding the College of Science & Engineering Technology Annual Awards. This committee will solicit nominations, review applications, and select a recipient for each college award: Faculty Excellence in Teaching, Faculty Excellence in Research, Faculty Excellence in Service, Non-Tenure Track Excellence in Teaching, Student Excellence in Teaching, and Graduate Student Excellence in Research.

COMMITTEE MEMBERSHIP

The committee will consist of a faculty member from each of the eight departments in the College of Science & Engineering Technology: Agricultural Sciences, Biological Sciences, Chemistry, Computer Science, Engineering Technology, Environmental and Geosciences, Mathematics and Statistics, and Physics and Astronomy. The committee chair will be elected by the committee from among its members. Committee members will be appointed by the Chair of each department.

TERMS OF SERVICE

The members will serve for a two-year appointment and are eligible for re-appointment by the Department Chair. Appointments are made in the fall. Odd year appointments apply to the departments of Agricultural Sciences, Chemistry, Engineering Technology, and Environmental and Geosciences. Even year appointments apply to the departments of Biological Sciences, Computer Science, Mathematics and Statistics, and Physics and Astronomy.

MEETINGS OF THE COMMITTEE

The committee chair will call meetings, as deemed necessary, subject to the condition that the time and place will be reasonably accessible to committee members. A committee member will remove himself or herself from the review and selection process should he or she be a nominee for a COSET award. A quorum is required for any voting or committee action.

ONLINE INFORMATION

The committee will maintain an informational web page describing the awards, guidelines, nomination process, supporting materials, and submission process.

TIMELINE FOR NOMINATION AND SELECTION PROCESS

- Elect committee chair for one-year term: *start of Spring semester*
- Call for Nominations: *end of January*
- Nomination Due Date: *start of March*
- Supplemental Materials Due: *end of March*
- Committee begins review process: *start of April*
- Award selections forwarded to COSET Dean: *end of Spring Semester*
- Dean notifies award winners and non-winners: *end of May*
- Announcement of Award Recipients: *College of Science & Engineering Technology Fall Faculty Meeting*