

**FACULTY EVALUATION
MERIT COMMITTEE
POLICY AND PROCEDURES
SCHOOL OF AGRICULTURAL SCIENCES
SAM HOUSTON STATE UNIVERSITY**

PURPOSE:

The School of Agricultural Sciences at Sam Houston State University has developed policies and procedures for the evaluation of tenure-track and tenured faculty members. The evaluation procedures will use FES 2, 3 and 4 to make recommendations to the Department Chair for the use in merit pay increases.

COMMITTEE:

Committee Chair

- The Committee Chair will be elected by the committee from among those members elected or appointed to the committee.
- Will have evaluation privileges
- Will coordinate collection of FES materials, disseminate collected FES materials to committee members, call committee meetings, attend and facilitate committee meetings, and serve as liaison to the Department Chair.

Qualification for selection

- Tenured or Tenure-track faculty
- At least two years academic experience with at least one year of service on the faculty at Sam Houston State University
- Has not received a letter of non-reappointment

Positions

- One position at the rank of Professor at the time of selection
- One position at the rank of Associate Professor at the time of selection
- One position at the rank of Assistant Professor at the time of selection
- Two at-large positions with no rank restriction

Selection

- Members are elected and/or appointed annually to fill the vacated positions.
- One committee member at the rank of Professor, one at the rank of Associate Professor, and one at the rank of Assistant Professor are elected by regular members of the agricultural sciences faculty that are not on leave of absence at the time of selection. The Department Chair does not vote. The remaining members are appointed by the Department Chair following the election.

- Elections are held during even-numbered years, by ballot, using intradepartmental mail. Ballots will be prepared, distributed and tabulated by the office of the Department Chair. Verification will be provided on request by any regular agricultural sciences faculty member.

Terms of service

- All elected members shall serve for a two-year appointment. The appointed members will serve for a one-year appointment and are eligible for re-appointment by the Department Chair.
- Any faculty member may decline to serve during the year selected or may resign during the year of service. Resignations are to be in writing to the Department Chair.
- Positions open due to the resignation of an elected member are to be filled by a member elected at a special election called by the Department Chair. Positions open due to the resignation of an appointed member shall be filled with appointments by the Department Chair.

Meetings of the Committee

- The Committee Chair shall call meetings, as deemed necessary, subject to the condition that the time and place shall be reasonably accessible to committee members.
- All meetings of the committee shall be closed unless the committee and the Department Chair agree to hold an open meeting for the entire faculty. In this case, all faculty shall be notified in writing or by e-mail by the Department Chair in advance of the meeting.
- The committee will not meet as a whole to review FES materials.

CHARGE AND RESOURCES:

- The committee shall be advisory to the Department Chair.
- Each committee member shall independently review, evaluate, and score each faculty member's FES materials and independently report their scores directly to the Department Chair.
- Committee members will not self-evaluate.
- Each committee member shall report their score in writing for FES 3 and 4.
- The committee shall have access to all faculty files under consideration; however, any faculty member may remove themselves from consideration by the committee and deny access to their file by the committee on written petition to the Department Chair. The Department Chair will act to remove such faculty member's file and to so notify all committee members.
- Deadline for submission of FES 3 and 4 and any additional information is the last working day in January. FESs submitted after this date will not be considered for merit by this committee.

- The committee may request additional documentation of performance from any faculty member. However, such faculty reserves the right to not submit such documentation without prejudicing the committee.

EVALUATION PROCEDURES:

The evaluation of each of the FES forms (FES 1-4) will be assigned an overall rating from 1-5 (1/2 points as needed). Those ratings then will be used in Attachment 1 of the Academic Policy Statement 820317. Attachment 3 of Academic Policy Statement 820317 contains the weighting scales for a twelve-credit-hours-per-semester teaching load and a nine-credit-hours-per-semester teaching load. The FES should include only items that are applicable to the current evaluation year. Items that are 'in review' may be included in the FES Addendum, but no points will be awarded for that evaluation period.

FES 1 – Chair’s Rating of Teaching Effectiveness

- A five-point system (1/2 points as needed) is used to rate faculty. A point value (1-5) will be assigned. Faculty will be rated based on the requirements listed in the academic policy stated below.
- The rating is based on classroom instruction including laboratory instruction, study abroad courses, and ACE courses; development of new courses, laboratories, and teaching methods; publication of and/or development of electronic instructional materials; academic advising; and supervision of undergraduate and graduate students according to the Academic Policy Statement 820317.
- A faculty member may submit a FES 1 document directly to the chair for evaluation purposes.
- The final points will be recorded to the nearest tenth and weighted .25 (12-hour teaching load; 4-4) or .20 (9-hour teaching load; 3-3).
- FES 1 will be evaluated entirely by the Department Chair without any input from the FES committee.

FES 2 – Students’ Rating of Teaching Effectiveness

- The Summary Evaluation Score section on the IDEA Diagnostic Form will be used as the FES 2 score.
- Tenure Track Faculty will provide, along with FES 3 and 4, the following items for each course evaluated during the Spring, Summer, and Fall semesters. These items will be printed from the SHSU IDEA website;
 - Cover page for each semester identifying each course evaluated
 - Summative sheet for each course
 - Summary results for each course
- The final rating will be recorded to the nearest tenth and weighted .25 (12-hour teaching load; 4-4) or .20 (9-hour teaching load; 3-3).
- All student-evaluated courses for the evaluation period shall be included determining the score for FES 2.

FES 3 – Report on Scholarly and/or Creative Accomplishments

- A five-point system (1/2 points as needed) is used to rate faculty. A point value (1-5) will be assigned.
- Each section of FES 3 (Scholarly Endeavors/Innovative Accomplishments and Research/Grants) is listed by level of importance.
- Scholarly Endeavors
 - Peer Reviewed
 - Published Text Books
 - Full Paper Manuscripts in Journal Publications
 - Consider journal quality
 - Oral Presentations
 - Poster Presentations
 - Non-Peer Reviewed
 - Publications
 - Professional Presentations
 - Popular Press
- Grants and Research
 - Externally Funded Grants
 - Consulting Grants
 - Contracts
 - Internally Funded Grants
 - In-Kind Contributions
 - Non-Funded Grants Proposals
 - Non-Funded Research
- Innovative Accomplishments
 - Patents
 - Development of Industry Regulated Standards
- Research/Grants section (indicated point values are only recommendations)
 - Multi-year grants can be listed on the FES for the duration of the grant but must state the year it is awarded. The awarded amount will be divided equally among the years of the grant and valued accordingly.
 - Single-year grants are listed on the FES of the year the grant is awarded and are valued for that year only.
- Adjustments are made to each faculty's final score based on the total amount of grant monies (label in-kind funding) received and considerations will be given for funded grants and those funded to other entities. A five-point system (1/2 points as needed) is used to rate faculty. A point value (1-5) will be assigned.
- This final rating will be recorded to the nearest tenth and weighted .25 (12-hour teaching load; 4-4) or .40 (9-hour teaching load; 3-3).

FES 4 – Report on Service

- A five-point system (1/2 points as needed) is used to rate faculty. A point value (1-5) will be assigned. FES 4 will be evaluated on the criteria listed below:
 - Professional Associations
 - Service and membership
 - University Service
 - Student Service
 - Professional Service
 - Awards and Recognition
 - Continuing Professional Education

The final points will be recorded to the nearest tenth and weighted .25 (12-hour teaching load; 4-4) or .20 (9-hour teaching load; 3-3).

EXCEPTIONS AND REVISIONS

- Any faculty member may propose exceptions and/or revisions of this policy at any regular meeting of the Agricultural Sciences faculty or at any special meeting called by the Department Chair. The Department Chair shall be obligated to consider such proposals in an open discussion if presented in writing.
- Any exceptions and/or revisions to this policy must be in place by January 1 of the year to be evaluated.