

# **AWARDS & RECOGNITION COMMITTEE POLICY AND PROCEDURES**

## **COLLEGE OF SCIENCES SAM HOUSTON STATE UNIVERSITY**

### **PURPOSE**

The College of Sciences Awards & Recognition Committee has developed the application process and review criteria for awarding the College of Sciences 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, Adjunct 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 departments in the College of Sciences: Agricultural and Industrial Sciences, Biology, Chemistry, Computer Science, Geography and Geology, Math and Statistics, and Physics. 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 and Industrial Sciences, Chemistry, and Geography and Geology. Even year appointments apply to the departments of Biology, Computer Science, Math and Statistics, and Physics.

### **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 COS award. A simple majority 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 Fall semester*
- Call for nominations: *start of Spring semester*
- Nominations due: *February 15*
- Supporting materials due: *April 1*
- Committee begins review process: *early-April*
- Award selections forwarded to College of Sciences Dean: *mid-April*
- Dean notifies award winner; committee chair notifies non-winners: *end of Spring semester*
- Announcement of Award Recipients: *College of Sciences Fall Faculty Meeting*