

**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

- 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.
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- A five-point