

6. SUMMARY RATING REPORT

- 6.01 The “FES Summary Report” is to be completed by the department/school chair.
- 6.02 There must be an individual conference between the faculty member being evaluated and the chair. At this meeting, the evaluation will be discussed. The faculty member should be encouraged to provide any relevant information. Faculty members needing improvement should be encouraged to seek appropriate assistance in creating and implementing a development plan.
- 6.03 Once completed, the “FES Summary Report” is to be signed by the chair and by the faculty member. The signature of the faculty member represents merely an indication that the completed report has been reviewed with the faculty member by the chair and does not necessarily indicate concurrence with the report’s contents. The faculty member’s signature does not preclude

the faculty member from appealing the summary rating report. A faculty member who fails to sign the "FES Summary Report" is ineligible for any merit increases based on productivity in the time period covered by the unsigned "FES Summary Report." The final score on the "FES Summary Report" will serve as the basis for recommendations to the dean for merit pay.

- 6.04 A faculty member may appeal his/her FES Summary Rating Report score to the chair and/or academic dean. The faculty member must submit in writing his/her rationale for the appeal accompanied by appropriate documentation. If not satisfied with the dean's decision, the faculty member may appeal to the Provost. The decision of the Provost is final.

APPROVED: _____ /signed/
James F. Gaertner, President

DATE: _____ 7/19/07

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: March 17, 1982
Reviewer(s): Council of Academic Deans
Academic Policy Council

Review Cycle: March 1, ENY*
Review Date: March 1, 2008

Approved: _____ /signed/
David E. Payne
Provost and Vice President
for Academic Affairs

Date: _____ 7/19/07

*=Even Numbered Year