OUTSTANDING FACULTY AWARDS TIMELINE
2021 – 2022 Academic Year

1. **January 26(a), 28(b), & 31(c) & February 9(b) & 11(c)**
   a. Call for nominations in Tech Times.
   b. Email sent to Departmental Chairpersons/Directors
   c. Email from Academic Affairs

2. **Monday, February 28**- Nominations close.

3. **Friday, March 4** - Nominations to Committee Chairperson

4. **Thursday, March 10**- Nominees notified and materials requested:
   a. Request names of no more than five references to be received by **Tuesday, March 22**
   b. Request all other necessary materials to be sent to the Associate Provost's Office by **Thursday, March 31**

5. **Friday, March 24**- Committee Chairperson contacts nominees' references and requests letters of support/recommendation be sent to the Associate Provost's Office by **Thursday, March 31**.

6. **Monday, March 28**- Committee can meet to discuss evaluation procedures, if needed. (This meeting has already been scheduled in the Deans' Conference Room to ensure availability. If the Chair decides this meeting is unnecessary, s/he will inform Amy to cancel.)

7. **Tuesday, April 5** - Deadline for committee members to review all materials and send a ranked order of nominee evaluations to Committee Chairperson, who will tabulate the rankings.

8. **Thursday, April 7**- Optional Meeting in the event of a tie or the Chairperson feels discussion of rankings is warranted. (This meeting has already been scheduled in the Deans' Conference Room to ensure availability. If the Chair decides this meeting is unnecessary, s/he will inform Amy to cancel.)

9. **Friday, April 15**- Committee Chairperson submits winners' names to Associate Provost's Office. Amy will order plaques and submit names to Tricia for checks.

10. **Friday, April 29**- Winners are announced to the campus – Formal recognition ceremony to occur in the fall semester