**NON-INSTRUCTIONAL FACULTY ASSIGNMENTS COMMITTEE**

**Timeline for 2020 – 2021 (for 2021 – 2022 awards)**

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| **November 9, 10, 11, 2020** | Announcement in Tech Times inviting faculty to submit proposals and including a timeline for submissions; email to Deans and Chairs with same information  |
| **December 1, 2, 3****2020** | Second announcement in Tech Times; reminder email to Deans and Chairs regarding deadlines |
| **January 4, 5, 6** **2021** | Third announcement in Tech Times; reminder email to Deans and Chairs regarding deadlines |
| **January 15, 2021** | Suggested Deadline for proposals to Department Chairs |
| **January 29, 2021** | Deadline for proposals to Academic Affairs; proposals uploaded to SharePoint |
| **February 12, 2021** | Committee meets to determine winners |
| **February 22, 2021** | Winners and their Chairs notified |
| **February 24, 2021** | Winners announced in Tech Times |