**NON-INSTRUCTIONAL FACULTY ASSIGNMENTS COMMITTEE**

**Timeline for 2021 – 2022 (for 2022 – 2023 awards)**

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| **November 8, 9, 10, 2021** | 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****2021** | Second announcement in Tech Times; reminder email to Deans and Chairs regarding deadlines |
| **January 3, 4, 5** **2022** | Third announcement in Tech Times; reminder email to Deans and Chairs regarding deadlines |
| **January 14, 2022** | Suggested Deadline for proposals to Department Chairs |
| **January 28, 2022** | Deadline for proposals to Academic Affairs; proposals uploaded to SharePoint |
| **February 11, 2022** | Committee meets to determine winners |
| **February 21, 2022** | Recipients and their Chairs notified |
| **February 24, 2022** | Recipients announced in Tech Times |