

NON-INSTRUCTIONAL FACULTY ASSIGNMENTS COMMITTEE
Timeline for 2023 – 2024 (for 2024 – 2025 awards)

November 6, 2023	Announcement in Tech Times/Academic Affairs inviting faculty to submit proposals and including a timeline for submissions; email to Deans and Chairs with same information
December 4, 2023	Second announcement in Tech Times/Academic Affairs; reminder email to Deans and Chairs regarding deadlines
January 3, 2024	Third announcement in Tech Times/Academic Affairs; reminder email to Deans and Chairs regarding deadlines
January 16, 2024	Suggested Deadline for proposals to Department Chairs
January 26, 2024	Deadline for proposals to Academic Affairs; proposals uploaded to SharePoint
February 9, 2024	Committee meets to recommend recipients
February 19, 2024	Recipients and their Chairs notified
February 22, 2024	Recipients announced in Tech Times