

## **OUTSTANDING FACULTY AWARDS TIMELINE**

2018 – 2019 Academic Year

1. **January 22, 23, 24 & February 11, 12, 13-** Call for nominations in Tech Times.
2. **Tuesday, January 22-** Email sent to Departmental Chairpersons.
3. **Thursday, February 21-** Nominations close.
4. **Friday, February 22-** Nominations to Committee Chairperson
5. **Monday, February 25-** Nominees notified and materials requested:
  - a. Request names of no more than five references to be received by **Friday, March 1**
  - b. Request all other necessary materials to be sent to the Associate Provost's Office by **Monday, March 11**
6. **Monday, March 11-** Committee Chairperson contacts nominees' references and requests letters of support/recommendation be sent to the Associate Provost's Office by **Monday, March 18**.
7. **Tuesday, March 19-** Committee can meet to discuss evaluation procedures, if needed. (This meeting has already been scheduled in the Deans' Conference Room to ensure availability.)
8. **Tuesday, March 26-** Deadline for committee members to review all materials and send a ranked order of nominee evaluations to Committee Chairperson, who will tabulate the rankings.
9. **Tuesday, April 2-** 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.)
10. **Wednesday, April 3-** Committee Chairperson submits winners' names to Associate Provost's Office.
11. **Monday, April 22-** Winners are announced at the University Awards Banquet.