OUTSTANDING FACULTY AWARDS TIMELINE
2017 – 2018 Academic Year

1. Call for Nominations:
   a. **January 16, 17, 18** and **February 1, 2, 5** issues of [TECH TIMES](#) (both editions); nominations are officially open with January 16 announcement.
   b. **February 2** for the first spring issue of the [ORACLE](#)

2. **Friday, January 27-** Reminders sent to Departmental Chairpersons.

3. **Friday, February 12-** Nominations close.

4. **Tuesday, February 13-** Nominees notified and materials requested:
   a. Request names of not more than five references received by **Friday, February 16**
   b. Request all other necessary materials to be sent to the Associate Provost's Office by **Monday, March 12**

5. **Monday, February 20-** Committee Chairperson contacts nominees' references and requests letters of support/recommendation be sent to the Associate Provost's Office by **Monday, March 12**.

6. **Tuesday, March 13-** Committee meets to discuss evaluation procedures, if needed.

7. **Tuesday, March 27-** 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. **Tuesday, April 3-** Optional Meeting; in the event of a tie or the Chairperson feels discussion of rankings is warranted

9. **Wednesday, April 4-** Committee Chairperson submits winners' names to Associate Provost's Office.

10. **Thursday, April 19-** Winners are announced at the Faculty Awards Recognition Reception.