

OUTSTANDING FACULTY AWARDS TIMELINE

2019 – 2020 Academic Year

1. **January 21, 22, 23 & February 10, 11, 12-** Call for nominations in Tech Times.
2. **Tuesday, January 21-** Email sent to Departmental Chairpersons.
3. **Friday, February 21-** Nominations close.
4. **Tuesday, February 25-** Nominations to Committee Chairperson
5. **Friday, February 28-** Nominees notified and materials requested:
 - a. Request names of no more than five references to be received by **Thursday, March 5**
 - b. Request all other necessary materials to be sent to the Associate Provost's Office by **Friday, March 13**
6. **Friday, March 13-** Committee Chairperson contacts nominees' references and requests letters of support/recommendation be sent to the Associate Provost's Office by **Monday, March 23**.
7. **Tuesday, March 24-** Committee can meet to discuss evaluation procedures, if needed. (This meeting has already been scheduled in the Deans' Conference Room to ensure availability. If the Chair decides this meeting is unnecessary, s/he will inform Karin to cancel.)
8. **Monday, March 30-** 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, March 31-** 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. If the Chair decides this meeting is unnecessary, s/he will inform Karin to cancel.)
10. **Wednesday, April 1-** Committee Chairperson submits winners' names to Associate Provost's Office. Karin will order plaques and submit names to Tricia for checks.
11. **Monday, April 20-** Winners are announced at the University Awards Banquet.