

OUTSTANDING FACULTY AWARDS COMMITTEE

PROCEDURES

1. Only one nomination is required to place a candidate under consideration for either award.
2. Materials will be sent to and maintained by the Provost's Office.
3. The committee chairperson will request a letter of recommendation from the departmental chairperson.
4. The nominees for the Outstanding Faculty Award in Teaching will be asked to provide:
 - a. A list of no more than five references to be contacted by the committee for support/recommendation. References may include faculty, peers, students, former students, or any other reference person.
 - b. Student course evaluation reports (IDEA) for all courses for the last two years. *
 - c. Annual departmental evaluation for the last two years. *
 - d. Vita of no more than five pages. If more than five pages are submitted, only the first five pages are included in the dossier.
 - e. Agreement of Responsibility for the last two years. *
 - f. Grade distribution reports for all courses taught during the last two years. *
5. The nominees for the Outstanding Faculty Award in Professional Service will be asked to provide:
 - a. No more than three references to be contacted by the committee for support/recommendation. References may include faculty, peers, students, former students, or any other reference person.
 - b. Documentation of service to the university community in a non-teaching, non-research capacity.
 - c. Vita of no more than five pages. If more than five pages are submitted, on the first five pages will be included in the dossier

*In the event that the faculty member has been on a leave of absence, faculty exchange, or otherwise not teaching for one of the previous two years, the committee will consider data for any two of the preceding three years.

6. Time Frame:

- a. Call for nominations published in Tech Times and an email notification with the link for nomination forms sent to departmental chairpersons by the office of the Associate Provost during the 1st week of the spring semester.
- b. Reminder to be sent to all departmental chairpersons and published in Tech Times by 4th week of spring semester.
- c. Nominations closed by the end of the 5th week of spring semester.
- d. Nominees to be notified and material to be submitted before spring break; letters of support/recommendations due for submission after spring break.
- e. Committee to review materials and rank nominees by the last week in March.
- f. Winners selected by the 1st week in April; plaques and checks will be ordered immediately.
- g. Awards given during the Faculty Awards Reception at the end of April.