

OUTSTANDING FACULTY AWARDS COMMITTEE
PROCEDURES

1. Only one nomination is required to place a candidate under consideration for either award.
- 2.

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.