NON-INSTRUCTIONAL FACULTY ASSIGNMENTS COMMITTEE
Timeline for 2024 – 2025 (for 2025 – 2026 awards)

November 4, 2024	Announcement in Tech Times/Academic Affairs inviting faculty to submit proposals and including a timeline for submissions; email to Deans and Chairs with same information
December 2, 2024	Second announcement in Tech Times/Academic Affairs; reminder email to Deans and Chairs regarding deadlines
January 6, 2025	Third announcement in Tech Times/Academic Affairs; reminder email to Deans and Chairs regarding deadlines
January 10, 2025	Suggested Deadline for proposals to Department Chairs
January 24, 2025	Deadline for proposals to Academic Affairs; proposals uploaded to SharePoint
February 7, 2025	Committee meets to recommend recipients
February 14, 2025	Recipients and their Chairs notified
February 20, 2025	Recipients announced in Tech Times