**OUTSTANDING FACULTY AWARDS TIMELINE**

2020 – 2021 Academic Year

1. **January 19, 20, 21 & February 9, 10, 11-** Call for nominations in Tech Times.
2. **Tuesday, January 19-** Email sent to Departmental Chairpersons.
3. **Friday, February 19-** Nominations close.
4. **Tuesday, February 23-** Nominations to Committee Chairperson
5. **Friday, February 26-** Nominees notified and materials requested:
   1. Request names of no more than five references to be received by **Thursday, March 4**
   2. Request all other necessary materials to be sent to the Associate Provost’s Office by **Friday, March 12**
6. **Friday, March 12-** Committee Chairperson contacts nominees’ references and requests letters of support/recommendation be sent to the Associate Provost’s Office by **Monday, March 22**.
7. **Tuesday, March 23-** 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 29-** 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 30-** 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. **Thursday, 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 19-** Winners are announced at the University Awards Banquet.