

Outstanding Teaching Awards Process

Date	Responsible Individual or Committee	Task
2 nd Friday of October	Committee for Effective Teaching	Send list of nominees and award recipients to the Office of the Provost
4 th Friday of October	Provost Office	Memo to Recipients (since based on teaching evals, no regrets letters necessary)
4 th Friday of October	Provost Office	Commendations Memo for OTC Chair signature
1 st Friday of November	Provost Office	Prepare News Release
1 st Monday of November	Provost Office	Print Certificates, send to OTC Chair for Signature
2 nd Monday of November	Provost Office	Certificates & sleeves to Provost Office for signature
3 rd or 4 th Monday of November	Chancellor/ Provost	Ceremony Certificates presented to awardees Hot Hors d' Oeuvres/Punch Group Photo