

Faculty Campus Awards Process

Date	Award	Responsible Individual or Committee	Task
Mid August	Achievement, Excellence, Research, Service, Teaching	Provost Office	Call for Nominations sent to ALLFAC-grp
September 5, 2017	Excellence, Research	Nominee, Chair, Student, etc.	Forward name to Barb Palmer by if being nominated for Excellence or Research award
1 st Week in September	Achievement, Excellence, Research, Service, Teaching	Provost Office	Populate Committees
November 3	Achievement, Excellence, Research, Service, Teaching	Nominee, Chair, Student, etc.	Nomination Submission Deadline
December 8	Achievement, Excellence, Research, Service, Teaching	Committees	Decision to Provost Office
December 15	Achievement, Excellence, Research, Service, Teaching	Provost Office	Inform Nominees of Committee Decision, prepare news release
December 15	Achievement, Excellence, Research, Service, Teaching	Provost Office	Thank You Letters to Committee Members for Serving
January 12, 2018	Achievement, Excellence, Research, Service, Teaching	Provost Office	Send Memo congratulating winners, announcing the Awards Ceremony date and location, and also indicating that the Provost Office will be contacting them in the near future for RSVP's
January 19	Campus Faculty Awards	Provost Office	Request RSVP's
January 26	Campus Faculty Awards	Provost Office	RSVP due to Provost Office. Provost needs to attend
Early Spring (February)	Campus Faculty Awards	Provost Office	Dinner, plaques, money