

# Outstanding Teaching Awards Process

Date	Responsible Individual or Committee	Task
2 <sup>nd</sup> Friday of October	Outstanding Teaching Awards Committee	Send list of award recipients and commendations to the Office of the Provost
4 <sup>th</sup> Friday of October	Provost Office	Send Memo to Recipients (since based on teaching evals, no regrets letters are necessary)
4 <sup>th</sup> Friday of October	Provost Office	Commendations Memo for OTA Chair signature
1 <sup>st</sup> Friday of November	Provost Office/CAFE	Prepare News Release
1 <sup>st</sup> Monday of November	CAFE	Prepare certificates or plaques; obtain signatures, as needed
2 <sup>nd</sup> Monday of November	CAFE	Plan Ceremony
Early December	Chancellor/ Provost	Attend awards banquet and participate as appropriate