TIMELINE

Each year the FEA process will proceed with the following deadlines as passed by Faculty Senate on September 3, 2019:

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| 4th Tuesday in September | Call for nominations from Faculty Senate President  FEC/FDC rep sends out follow-up email with instructions and dates |
| 3rd Tuesday in October | All nominations due to Faculty Excellence Award Chairs (FEA) |
| 5th Tuesday in October or 1st Tuesday in November whichever comes first [allow 2 weeks for this review] | Nominees’ eligibility has been reviewed by department chairs and/or deans |
| 2nd Tuesday in November [1 week for nominees to submit a paragraph] | Nominees (eligible and have accepted nomination) submit paragraph for a Qualtrics vote from department |
| 4th Friday in November or 10 days following 2nd Tuesday [10 days for dept to vote] | Departments vote on nominee(s) |
| 3rd Friday of January [~2 months for candidates to prepare materials] | Nominees’ applications are due to the FEA chair (chair shares information with their FEA committee.) |
| 1st Tuesday after Valentine’s Day | FEA committees evaluate and select winner(s) according to their School/College eligible FEA numbers. |
| Clearance deadline set as per marketing, commencement, and AA | Names of potential recipients cleared by Human Resources and Academic Affairs. |
| 1st Thursday in March | After receiving clearance from Human Resources and Academic Affairs, cleared winners reported to the Faculty Development Committee and Faculty Senate President |
| Friday following 1st Thursday in March | Faculty Senate President as awarding officer (or designee) notifies FEA recipients, chairs, deans, and College Marketing.  FEC chairs shall notify nominees not selected of this decision. |