

Awards Committee Timeline

Note: While some award committees use different nomination deadlines, all award committees should adhere to the process deadlines from March onward

October / November

- Calls for nominations are distributed and posted online by award committee chairs

2nd Monday of Spring Semester

- Nomination submissions are due to award committee chairs

March 1 – 7

- Award recipient selections are made
 - Recipient names to be provided to Special Events by dossiers/bios and nomination packets of those receiving an award
 - Award recipients to be notified by committee chairs that they have been selected to receive an award (exception for President's Awards until after nominee reception is held)
 - Special Events informs each recipient that they are required to provide a professional photo or have one taken by University Relations for inclusion in award publications
 - Special Events submits request for University Relations Photography Manager to block times during the first two weeks in March for award recipient photos to be taken.

March 8 – 14

- Deadline for award winner dossiers/bios and nomination packets to be provided to Special Events
 - Special Events forwards all dossiers/bios, nomination packets and photos to University Relations as received

Note: The President's Award nomination reception is typically held in mid-March.

April 1 (or first Monday following)

- University Relations publication sent to print shop

April 15 (or first Monday following)

- University Relations distributes Faculty/Staff Awards publication

July

- Special Events extends invitations for annual dinner/ceremony

August/September

- Faculty/Staff awards dinner/ceremony