

## AFS College-Level Teaching Award Timeline

<b>Early March</b>	<p>Call for Nominations is received from the Dean of Faculties office to the Office of Academic Affairs.</p> <p><b>Sources of Nominations</b></p> <p>The Student Government Association and Teaching Awards Committee are asked to solicit nominations by whatever means they deem appropriate. An effort to notify all faculty, staff, and students of the opportunity to nominate should be made. Nominations from students are to be solicited by the Student Government Association; nominations from faculty and staff are to be solicited by the Teaching Awards Committee. Student Government Association should also notify the club advisors and presidents so they are aware of the need for nominations; those groups may wish to submit dossiers to the Student Government Association for consideration. Individuals and groups who wish to make nominations should contact one of these designated groups to make their nominations known to that group for further consideration. Any other means of soliciting nominations will be left up to the Student Government Association and Teaching Awards Committee.</p>
<b>Mid-March</b>	<p>Selection Committee size and composition determined.</p> <p>The Chief Academic Officer has delegated the selection of the award recipient to the faculty-led Teaching Awards Committee, comprised of past award winners and representation from the Student Government Association. Once the call for nominations has been shared with the Teaching Awards Committee, the Chief Academic Officer will temporarily refrain from further involvement in the process.</p> <ul style="list-style-type: none"> <li>• Great care should be taken to ensure that all of the appointed members of the Teaching Award Committee fully understand the unusual significance of the awards and the necessity for maintaining the integrity of the awards.</li> <li>• No faculty member currently under consideration for an award may serve on the selection committee.</li> <li>• No individual should serve on the selection committee more than once every three years.</li> <li>• A list of past year's selection committee members should be retained by the coordinator.</li> <li>• Individuals who serve as administrators are not eligible to serve on the selection committee.</li> </ul>
<b>End of March through April</b>	<p>Preparation and submission of Nomination Packets to the Teaching Awards Committee – who will set an internal deadline each year for receipt.</p>
<b>Mid-May</b>	<p>Teaching Selection Committee will chose the final recipient and the complete award packet is sent to the Office of Academic Affairs with their recommendation.</p>
<b>Mid-June</b>	<p>The Office of Academic Affairs will advise the Dean of Faculties on who the college's recipient is – specific deadline set each year in either June or early July. In addition, provide information regarding the date and time of the campus event at which the award will be presented so DoF can advise the Association of Former Students.</p>

Additional information and forms are also available on:

<http://dof.tamu.edu/Awards-and-Honors/AFS-College-Level-Teaching-Awards>