

## AFS DISTINGUISHED ACHIEVEMENT AWARDS TIMELINE

### September

The Call for Nominations and the University-level Guidelines are sent to the Chief Academic Officer (CAO) from the Dean of Faculties (DoF). The office of the CAO will inform the office of the Chief Operating Officer (COO) of its receipt.

The Office of the COO and CAO will establish an internal campus deadline for receipt of preliminary award nomination packets (October) and final nomination recommendations by each review committee (December). The call for nominations will be published in the Sea Aggie Weekly online newsletter with detailed instructions. An Aggnews communication will be sent to the student population who are eligible to submit award nomination packets as well.

Individuals, departments, divisions, units, student groups, etc. should identify and/or nominate possible candidates for each award through their own internal process(es) and/or committee(s); then submit nominations to [emplrecognition@tamug.edu](mailto:emplrecognition@tamug.edu). Nomination packets will be forwarded to the appropriate review committee for consideration as noted below.

Members of AFS Distinguished Achievement Awards review committees will serve a two year term with the exception of the Research Awards Committee which is comprised of all Regents Professors without a term limit, as well as \*TAMUG Staff Council (TSC) members and Student Government Association (SGA) representatives who's term length will be dependent upon their remaining service time with TSC or SGA.

<p>Teaching Award (2 awards)</p>	<p>The Teaching Award Committee, under the leadership of their Chair, will be responsible for generating, compiling and reviewing nominations for 2 packets in the Teaching Award category. The committee may rank up to 6 nominations for consideration and provide their recommendation to the CAO for final determination of the two nominees to put forth.</p>
<p>Research Award (1 award)</p>	<p>The Research Award Committee, under the leadership of their Chair, will be responsible for generating, compiling and reviewing nominations for our one packet for the Research Award category. The committee shall rank up to 3 nominations for consideration and provide their recommendation to the CAO for final determination of the nominee to put forth.</p>
<p>Graduate Student Mentoring (1 award)</p>	<p>The Research Award Committee, under the leadership of their Chair, will be responsible for generating, compiling and reviewing nominations for our one nomination in the Graduate Mentoring Award category. The committee shall rank up to 3 nominations for consideration and provide their recommendation to the CAO for final determination of the nominee to put forth.</p>

<p>Student Relations Award (1 award)</p>	<p>Faculty and staff are eligible for the Student Relations Award. A Student Relations Award Review committee will be appointed to handle this award process and its membership is comprised of the units with a student relations focus.</p> <p>The committee will consist of seven members; two representatives from Student Affairs; and one representative each from, the Siebel Learning Center, the Learning Commons, and the Texas A&amp;M Maritime Academy; one faculty member and one representative from the Student Government Association (*see note above regarding terms of service).</p> <p>The Student Relations Award Committee, under the leadership of their Chair, will be responsible for generating, compiling and reviewing nominations for one nomination in the Student Relations Award category. The committee shall rank up to 3 nominations for consideration and provide their recommendation to the COO and CAO</p>
<p>Staff Award (1 award)</p>	<p>The Chair of the TAMUG Staff Council (TSC) shall appoint a subcommittee and chairperson from current members each year (*see note above regarding terms of service).</p> <p>The Staff Awards Committee, under the leadership of their Chair, will be responsible for generating, compiling and reviewing nominations for our one nomination in the Staff Award category. The committee shall rank up to 3 nominations for consideration and provide their recommendation to the COO who will make the final determination of the nominee to put forth.</p>
<p>Administrator Award (1 award)</p>	<p>The Office of the COO shall handle the process for the Administrator Award nomination.</p>

**October**

Nominations are sent to [emplrecognition@tamug.edu](mailto:emplrecognition@tamug.edu) and must be received prior to the deadline established for receipt of nomination packets. Upon receipt, the nomination will be forwarded to the respective Review Committees for consideration. Committees are encouraged to seek nominations in their respective categories to ensure a quality pool of nominations.

### **November**

Our internal review committees will continue to meet as necessary to accomplish their charge to make nomination packet recommendations to the Offices of the CAO and/or COO for consideration as finalists to go forward each category representing the Galveston Campus. Review committees should refer to the AFS Distinguished Awards University-level guidelines which contains rubrics (Appendix II) to guide in the review and scoring of nominations.

The CAO shall appoint a faculty member, a graduate faculty member and a staff member to serve on the University Selection Committee to represent Texas A&M University at Galveston. Names must be sent to the DoF prior to the stated deadline in the Call for Nominations. Each appointment is for a two year term as stipulated by the DoF.

### **December**

Review Committee chairs will provide nomination packets for the 3 finalists to be considered in each award category (6 nominations for the teaching award) to the Office of COO and CAO typically in early December. Deadline is announced with the Call for Nominations in September.

### **January of the following Year**

The Office of the COO and CAO shall make the final determinations on which nominees to put forth. The final nomination packets in each award category will be submitted to the DoF office prior to the stated deadline in the Call for Nominations.

In addition, the University Selection Committee's initial meeting typically occurs in mid-January and is **mandatory** for all members.

### **March of the following year**

Colleges/units will be contacted if their nominee(s) is selected. Awards recipients must be notified by the announced deadline for that award cycle, because recipient names will be released to the University community and news media shortly thereafter.

### **April of the following Year**

The Distinguished Achievement Awards Ceremony will be held in College Station.

**Additional information is also available at:**

[http://www.tamug.edu/AcademicAffairs/Faculty\\_Awards/AFS\\_Distinguished\\_Achievement\\_Award.html](http://www.tamug.edu/AcademicAffairs/Faculty_Awards/AFS_Distinguished_Achievement_Award.html)  
<http://dof.tamu.edu/Awards-and-Honors/AFS-Distinguished-Achievement-Award>