



PIPER PROFESSOR AWARD TIMELINE

Late August of each Year	<p>Call for Nominations is received from the Minnie Piper Stevens Foundation via snail mail to the VP/COO's attention, which will be passed onto the Office of Academic Affairs for handling.</p> <p>Office of Academic Affairs will provide the call for nominations to the college's Department Heads as soon as practical upon receipt of the invitation to nominate from the Minnie Stevens Piper Foundation.</p> <p>Note, anyone nominated for a faculty award must be in "good standing" for the nomination to proceed through the review and selection process. The Department Head will be consulted when a nomination is received to determine a faculty member's good standing.</p>
September of each Year	The Department Heads shall identify potential candidates from their respective departments and submit a one-page nomination letter that describes how their nominee fits the award criteria and provide a current CV.
October of each Year	The academic leadership team will consider all nominations received and will decide who to put forth as the college's nominee. The Department Head will be notified as soon as possible to compile the various elements of the nomination packet.
Early November of each Year	A complete nomination packet consisting of the Part A form (to be completed by the Department Head) and the Part B form (to be completed by the nominee) and up to 5 letters of recommendation will be due to the Office of Academic Affairs at least one week prior to the deadline noted in the call for nominations.
Mid-November Nomination Deadline	Office of Academic Affairs shall submit the nomination packet prior to the stated deadline in the call for nominations – typically mid-November for it to be physically received in their office.
Spring of the following Year	Official Announcement of the Awards is released (ie: for 2025-2026, May 1, 2026)

Additional information and forms are also available on:

<https://www.comptroller.texas.gov/programs/education/msp/funding/programs/piperprofessors.php>