

# Atherton, Eisenhower, and Alumni Teaching Awards

## Timetable

*\*\*When the dates below fall on a weekend or holiday, the deadline is the next business day.\*\**

<u>Date</u>	<u>Event</u>
<b>September 12</b>	Nominations sent to the appropriate Dean or Chancellor. Colleges and campuses identify final candidates according to the college/campus custom.
<b>October 20</b>	Deadline for candidate packet upload. Packets must be uploaded by 11:59 p.m. The submission system will be closed at this time. <b>Packet uploads and revisions will be not be possible after this deadline.</b>
<b>October 26</b>	Review committee members receive candidate packets for evaluation and ranking. (Reviewers will receive packets Mid – October). Alumni Candidates are forwarded to and reviewed by an Alumni Association Committee.
<b>January 5</b>	Rubric evaluations due from reviewers. (Reviews and other documentation must be submitted by end of business on the first Monday of January)
<b>Week 1 or 2 of classes</b>	Review committees meet to discuss candidates.
<b>January 25</b>	Selected award recipient information and packets sent to the President and Provost for final approval. Upon approval, individual award recipients are notified by head of Schreyer the Institute for Teaching Excellence.
<b>Mid-February</b>	After award recipients are notified, award recipient information is sent to Office of Campus and Community Events.
<b>Late March/Early April</b>	Faculty & Staff Awards Recognition Luncheon; date determined by the Office of Campus and Community Events.