

AFS College Level Teaching Award Timeline

Early March	<p>College call for nominations is sent to all faculty, staff, and students with an internal deadline for receipt of nominations. Nominations should consist of a one page nomination letter describing how the faculty member meets the award criteria at this stage in the process.</p> <p>Contact Amy Wyer, Director, Awards and Recognition in Faculty Affairs to see if any major changes expected to the guidelines before call goes out.</p> <p>Sources of Nominations The Student Government Association and Faculty Advisory 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 or college leadership; nominations from faculty and staff are to be solicited by the Faculty Advisory Committee or college leadership. 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 are encouraged to 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 Faculty Advisory Committee.</p>
March through April	<p>Preparation and submission of a one-page letter of nomination as to how the faculty member meets the spirit and intent of the award is sent to the Dean at cao@tamug.edu.</p> <p>The Association of Former Students as well as Selection Committees look for strong student involvement and input into the nomination and decision-making process.</p>
Mid-April	<p>Call for Nominations is received from the Office of Faculty Affairs to the Office of Academic Affairs. Check for any changes to the requirements/timeline.</p> <p>Note, it is important we start the process earlier than mid-April before students and faculty depart for the summer in early May. Late April is busy with awards and honors banquets, preparing and studying for finals, etc.</p>
Mid-May	<p>The Dean's Team will choose the final recipient and notify the faculty awards coordinator. Nominator is notified to provide a final letter of nomination and works with the faculty member to provide biographical data, as shown below.</p> <p>Letter of Nomination (limited to four pages)</p> <p>Biographical Data - This information should be provided on the following items in the order listed:</p> <ul style="list-style-type: none"> • Name of Nominee • Current position (title, rank, department or unit) • Number of years in this position • Number of years at Texas A&M University • Degrees held (source and date) • Employment history (previous positions, years; list most recent first) • Honors and awards • Membership in professional and honorary societies (note offices held)



	<ul style="list-style-type: none">• List of articles and books published and professional accomplishments within the last five years (if there are particularly significant accomplishments before the last five years, those should be included in the letter of nomination).• Up to six letters of endorsement, no longer than one page each, may be included. Letters of endorsement may be provided from any source.
June	<p>The Office of Academic Affairs will advise Faculty Affairs on who the college’s recipient is – specific deadline set each year in either June or early July.</p> <p>In addition, provide information regarding the date and time of the campus event at which the award will be presented so Faculty Affairs can advise The Association of Former Students.</p>

Additional information and forms are also available on:

<https://facultyaffairs.tamu.edu/elevate-your-impact/faculty-awards-recognition/university-awards/afs-college-level-teaching-awards.html>