

Faculty Campus Awards Process

Date	Award	Responsible Individual or Committee	Task
Mid June	Achievement, Excellence, Research, Service, Teaching	CAFE	Call for Nominations sent to ALLFAC-grp
August 6, 2018	Excellence, Research	Nominator	Forward name to Abby Bigg (bigga@mst.edu) by if being nominated for Excellence or Research award
Last week in July	Achievement, Excellence, Research, Service, Teaching	CAFE	Populate Committees
September 5	Achievement, Excellence, Research, Service, Teaching	Nominator	Submit nomination dossier to CAFE at cafe@mst.edu
October 17	Achievement, Excellence, Research, Service, Teaching	Committees	Decision to CAFE at cafe@mst.edu
November 7	Achievement, Excellence, Research, Service, Teaching	CAFE	Inform Nominees of Committee Decision, prepare news release
November 10	Achievement, Excellence, Research, Service, Teaching	CAFE	Thank You Letters to Committee Members for Serving
November 13, 2018	Achievement, Excellence, Research, Service, Teaching	CAFE	Send Memo congratulating winners, announcing the Awards Ceremony date and location, and also indicating that CAFE will be contacting them in the near future for RSVP's
November 13	Campus Faculty Awards	CAFE	Request RSVP's
November 23	Campus Faculty Awards	CAFE	RSVP due to CAFE
Early November	Campus Faculty Awards	CAFE	Dinner, plaques, money