

Texas A&M International University
TAMIU Faculty Senate – Awards Committee
December 7, 2023 @ 8:15 AM (ended @ 8:40AM)

1. Members: Tatiana Gorbunova, Cynthia L. Sosa, Ediza Garcia
2. Awards Timeline Overview
 - a. December 4 – nominees selected
 - b. Video needs to be ready.
 - c. Email with ‘next steps’/portfolio for nominees will be sent Monday to chairs/deans
 - d. Document will be shared with committee members prior to sending to review
3. Microsoft Forms for nominees is ready.
 - a. Form is to submit their portfolio
 - b. Need to share with Ediza and add to committee folder
4. Electronic Evaluation – next steps
 - a. Discussed prior about updating form to an electronic, fillable version rather than traditional hardcopy.
5. Meet in January to discuss
 - a. Date: TBD when we return from break
 - b. Evaluation rubrics new format
 - c. List of names for observers
6. Folder was shared

TENTATIVE 2023-2024 TIMELINE FOR THE UNIVERSITY AWARDS PROCEDURES:

Task completed	Date to be completed:	Description:
	October 23- November 30:	Open nominations at Department/ Division Chair level for Distinguished Scholar of the Year (DSY), Distinguished Teacher of the Year (DTY), and Outstanding Teacher of the Year (OTY)
	December 1st	Deadline for Department/ Division Chair nominations and self-nominations for DSY, DTY, and OTY
	December 4	Each Department/ Division Chair provides its nominees with information about how and when to prepare a dossier for consideration by the Department/ Division Chair in January and by the college in February.
	January 31:	Departmental/Division committee (Departmental /Division P&T Committee (and in some colleges, this may be the Department/Division Chair) makes recommendations for DSY, DTY, and OTY. These recommendations are then forwarded to the College P&T Committee.
	February 16:	College P&T Committee will meet no later than February 16 to review nominees' portfolios and select the College DSY, DTY, and OTY nominees. College P&T committee chair or Department/ Division Chair will write and send the recommendation letter to ariadnea.gonzalez@tamiu.edu and ?
	March 4 -April 1st	Ad Hoc DTY Committee and Ad Hoc OTY members conduct classroom visits of College DTY and OTY nominees. "The Awards Committee will appoint a team of highly qualified faculty (not necessarily senators) who will observe and report on the classroom instruction of all college winners for Distinguished Teacher of the Year and Outstanding Teacher of the Year."
	April 5	Ad Hoc Committees submit pending classroom rubrics to Awards Committee.
	April 12-May 1	Faculty Senators review portfolios
	May 3	Faculty Senate votes on DSY, DTY and OTY