

**Texas A&M International University**  
**TAMIU Faculty Senate – Awards Committee**  
**AGENDA**

**Tuesday, September 26, 2023 • 10:05 – 10:50 AM • Virtual: Zoom**

1. Roll: Ariadne Gonzalez, Tatiana Gorbunova, Cynthia L. Sosa
2. Awards timeline (proposed changes and things to consider)
  - a. Timeline was provided. (See next page). Emails go to chairs.
  - b. Process at departments may be rushed or inconsistent. Suggestion to send to all faculty so faculty are aware. Suggestion to have timeline ready in May for next year. Reminder or save the date can be sent earlier by FS President when faculty return in August
  - c. Hard deadline is February 16. The committee will convene to make the lists for observations. The committee agreed to divide the work/awards.
3. Awards process (online portfolios, dividing work)
  - a. Digital portfolios are allowed and will be the only accepted format
  - b. Recommendation/volunteer to create a how-to video on developing an online portfolio with suggested sites to use. Recommendation made that meeting with nominees as a training can be facilitated as well. And, having that point of contact, too.
  - c. Observations. Rubrics are used and have been approved in the past. Recommendation to transfer rubrics to an online platform such as Microsoft Forms (under the Faculty Senate account). Facilitate process for committee to look at the data. Is also saved in OneDrive and can be sorted by nominee.
4. Highlighting faculty/Junior Faculty feats on social media
  - a. Recommendation to use online form for nomination added to FS website and a button. Button can also redirect to email.
  - b. Recommendation to have FS nominate someone in the first round to gain momentum.
  - c. Create a graphic with profile image of faculty to post with faculty information
5. Other items

## 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.
	<b>February 16:</b>	<b>College P&amp;T Committee will meet no later than February 16 to review nominees' portfolios and select the College DSY, DTY, and OTY nominees. College P&amp;T committee chair or Department/ Division Chair will write and send the recommendation letter to <a href="mailto:ariadnea.gonzalez@tamiu.edu">ariadnea.gonzalez@tamiu.edu</a> and ?</b>
	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