

## Minnie Piper Stevens – Piper Professor Award Timeline

Rev. 9/2017

August of each Year	<p>Call for Nominations is received from the Minnie Piper Stevens Foundation via snail mail to the VP/COO's attention, which will be passed onto the Office of Academic Affairs.</p> <p>Office of Academic Affairs will remind all academic department heads that the nomination period is open and provide a September deadline for nomination paragraphs.</p> <p>Departments to begin nomination process through their own internal committee (whether P&amp;T or awards, etc.) to determine possible nominations.</p>
September of each Year	<p>Department Heads to provide a brief nomination paragraph justifying a particular faculty member's nomination and a current CV to the Office of Academic Affairs.</p> <p>Any nominations received will be reviewed by the Academic Affairs Coordination Team (A2CM) to come up with a consensus on who to put forth.</p>
October of each Year	<p>The home department of the faculty member selected at the designated September A2CM meeting compiles the required nomination packet per the requirements received from the Minnie Piper Stevens Foundation.</p>
November of each Year	<p>A complete nomination packet will be due to the Office of Academic Affairs at least one week prior to the deadline noted in the call for nominations.</p>
Nomination Deadline	<p>Office of Academic Affairs shall submit the nomination packet prior to the stated deadline in the call for nominations.</p>
Spring of the following Year	<p>Official Announcement of the Awards is released (ie: for 2016-2017, May 1, 2017)</p>

Additional information and forms are also available on:

<https://www.comptroller.texas.gov/programs/education/msp/funding/programs/piperprofessors.php>