

## Faculty Development Committee Checklist

Done?	Date	Task
	July 1-July 15	Review applications for Mattie Allen Broyles Inaugural Year Research Chair, make recommendation to provost
	Sept. 1 <sup>st</sup> onward	Email reminder: Professional Development Plan submissions Review Professional Development Plans as they are submitted, make recommendations to provost
	Sept. 1 <sup>st</sup>	Email: Solicit applications for Fall awards (2 Faculty Research Awards, 1 Student-Faculty Research Award)
	Sept. Faculty Meeting	Announcement: Oct. 1 <sup>st</sup> awards deadline
	Sept. 15	Email reminder: Oct. 1 <sup>st</sup> awards deadline
	Oct. 1 <sup>st</sup> -15 <sup>th</sup>	Review Fall award applications, make recommendations to provost
	Oct. 15 <sup>th</sup> -31 <sup>st</sup>	Review past year's award reports
	Oct. 15 <sup>th</sup> -Feb. 1 <sup>st</sup>	Ongoing review of applications for remaining Fall awards, as needed
	Jan. 1 <sup>st</sup> -7 <sup>th</sup>	Email: Solicit applications for Spring awards (1 Faculty Research Award, 2 Student-Faculty Research Awards, Lyons Award, any awards remaining from Fall)
	Jan. Faculty Meeting	Announcement: Feb. 1 <sup>st</sup> awards deadline
	Jan. 15 <sup>th</sup>	Email reminder: Feb. 1 <sup>st</sup> awards deadline
	Feb. 1 <sup>st</sup> -Feb. 15 <sup>th</sup>	Review Spring award applications, make recommendations to provost
	Feb. 15 <sup>th</sup> -April 1 <sup>st</sup>	Ongoing review of applications for remaining Spring awards, as needed
	March 1 <sup>st</sup>	Email: Solicit applications for remaining awards
	March Faculty Meeting	Announcement: April 1 <sup>st</sup> final awards deadline
	March 15 <sup>th</sup>	Email reminder: April 1 <sup>st</sup> final awards deadline
	April 1 <sup>st</sup> -April 15 <sup>th</sup>	Review final award applications, make recommendations to provost