**Faculty Senate Awards Committee – guidelines and best practices**

The Faculty Senate Awards Committee convenes every fall (over email, Zoom, or in-person as the occasion requires) to select:

* one Piper award nominee
  + The Faculty Senate admin should post the Piper announcement campus-wide in **late August or early September of each year**, before the committee is even convened, since the deadline for this nomination is very early in the school year.
* two President’s Council Teaching Award winners
* one President’s Council Service Award winner
* one J.H. Shelton Excellence in Teaching Award winner

After the committee convenes and elects a chair for the academic year, the chair works with the Faculty Senate admin to update and revise Announcements and Application forms as need be and communicates with the committee as each award application pool (via Sharepoint, zip file, or other file-sharing) becomes available.

The chair may call **in-person or Zoom meetings** to discuss applications for any or all awards; per the Faculty Senate’s charge for this committee, meeting as needed is **required**. As the adjudication process for each award begins, the chair will:

* provide **individual scoring rubrics** (available from admin of Faculty Senate) to each committee member
* collect and copy committee members’ scores onto each award’s **spreadsheet** (available from admin of Faculty Senate)
* forward results (copying the committee) to the admin of the Faculty Senate by the stipulated deadline.

Adjudication and results are to be kept **confidential** until award winners are announced.

Traditionally the chair has not participated in the selection process as a voting member; voting committee members are to **recuse** if they themselves, their spouses or significant others, significant research associate(s), or former student(s) are candidates for the award in question. Committee members should *not* recuse only in the case of a departmental colleague being an award nominee.