

LBC Policy and Procedures on University Awards Nominations

In accordance with University policy, these procedures are handled by two elected committees of the college that include diverse representatives: the Briggs Advisory Council and the Briggs Awards Committee. Each committee handles the portions of the nominations process that most naturally fall within its purview.

Role of the Briggs Advisory Council (BAC)

- in the spring of each year, the BAC faculty meet to undertake the annual evaluation of teaching faculty and academic staff
- subsequently, and with the evaluation information in mind, BAC meets to recommend faculty and staff for awards (this is done in a meeting of the full BAC so that input from academic staff, support staff and students will be included as well)
- BAC reviews the master list of university awards, regarding the rules for each award
- BAC reviews the master spreadsheet of LBC faculty/staff and university awards to determine who is eligible and has not yet won a given award
- BAC then, with the Dean, develops a slate of nominees encompassing as many university awards as possible
- BAC passes the slate to the LBC Awards Committee

Role of the LBC Awards Committee

- the Awards committee reviews the master list of university awards, regarding the rules for each award
- the Awards committee reviews the slate from BAC for congruence with the rules
- the Awards committee assigns a lead to shepherd each individual nomination (may be a committee member or someone else they recruit)
- the lead ensures that the nomination packet is assembled and submitted by the deadline
- the Dean's Executive Assistant helps the lead with the paperwork, as requested

Role of the Dean's Office

- maintains a D2L folder containing the master list of university awards and their rules
- adds to the folder each year a copy of the updated master nominations spreadsheet, provided by BAC after its spring meeting
- adds to the folder each year the latest successful nomination packets, to help future nominators understand what a good packet looks like

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