

Awards Notice – Univ Professor and CCTI Faculty

Project Definition: Timely notice to recipients of ATMAE CCTI and University Division awards; notice to nominees not selected and nominating individuals. The notification process for University Division's Outstanding Professor awards and CCTI Division's Outstanding Faculty awards has come from the officers, with assistance from the ATMAE Office.

Tasks and Timelines: Normally the procedure for award notification is as follows:

- 1) The Division President sends ATMAE Office/Associate Director (Monforton) the list of names of awardees, their school and the region, and notes if a Region is not giving an award or an award in a particular region. This is required by at least 45 days from the conference, so that memberships can be confirmed and the plaques ordered and delivered. The best date to get this project done is by September 1.
- 2) Then ATMAE Office/Associate Director (Monforton) confirm memberships.
- 3) Then the President, or perhaps individually by region by the director, let the awardees know and let them know if they need to join ATMAE or renew.
- 4) They need to be a member, so there has to be a positive confirmation from the awardee that they will join, and by 30 Days prior Conference or so - we don't want to waste money (about \$85 per plaque) if they are not going to receive the award because they don't join ATMAE. By 30 days prior conference, the President needs to let ATMAE Office/Associate Director (Monforton) know if any non-members intend to accept the award and that they will or have joined ATMAE. Also good to send ATMAE Office/Associate Director (Monforton) a contact phone or email for them in case we do not get a membership or renewal from them, so ATMAE Office/Associate Director (Monforton) can follow up.
- 5) They do not have to attend the conference. We mail to them if they do not attend. We do like to know if someone from their school will accept the award on their behalf, and who that person will be. It is best if that person attends the banquet, as that is when awards are announced.
- 6) Don't forget - a simple email to the other nominees/those who nominated them is also part of the process. Not all are aware they were nominated, but those who do the nominating do appreciate knowing the result. That's common courtesy and good member relations in a membership-driven organization.
- 7) Send ATMAE Office/Associate Director (Monforton) a final list by 45 days from the Conference and ATMAE Office/Associate Director (Monforton) will confirm memberships.