

Applications Timeline:

- AAC Chair will open the application process in September, remind advisors in October, and then close the application process in November.
- AAC Awards Selection Committee will meet in November and December.
- Award winners are announced in January and formally recognized in February.

AAC will:

- Identify members of the AAC Awards Selection Committee (needs to be representative of campus with priority given to previous award winners; needs to be an odd number of members, not including ex officio Chair)
- Identify ex officio chair of the AAC Awards Selection Committee (preferably someone who has sat on the Selection Committee before; a standing Chair is also acceptable, as s/he can provide consistency from year to year)

Expectations for Chair of Awards Selection Committee:

You have been selected to serve as the ex officio Chair of the AAC Awards Selection Committee. In this role, it is expected that you accomplish the following tasks:

- Set two meetings for the AAC Awards Selection Committee members:
 - A brief orientation to review expectations, discuss selection process, distribute rubrics, and establish selection timeline
 - A discussion meeting to select award recipients
- Facilitate discussion at both meetings
- Answer any questions about selection criteria or process from committee members
- Bring selections to AAC Chair

It is expected that the AAC Award Selection Committee members maintain professionalism and confidentiality throughout the selection process and after the selections have been finalized. While the Chair of the AAC Awards Selection Committee should review materials for all candidates, s/he should not participate in the final vote.

AAC Chair will:

- Notify awards recipients
- Notify candidates who were not selected

Expectations for Awards Selection Committee Members:

You have been selected to serve on the AAC Awards Selection Committee. In this role, it is expected that you help with the following tasks:

- Attend a brief orientation to selection process
 - Review expectations, discuss selection process, review rubrics, and establish selection timeline
- Review materials for all candidates
 - Abstentions with reason may be permitted under compelling circumstances
- Attend a discussion meeting to select award recipients
 - Bring completed rubrics to support discussion

AAC Award Selection Committee members cannot write a letter of support for candidates. It is expected that the AAC Award Selection Committee members carefully review all submitted materials and remain as objective as possible when ranking candidates. Committee members must maintain professionalism and confidentiality throughout the selection process and after the selections have been finalized.

