

ALISE AWARDS PROCEDURES
Teaching/Service/Professional Contribution/Leadership Awards

Action	Responsible	Date
Appoint new Committee Chair (preferably from current year's Committee membership)	ALISE President-elect	Early Fall
Send roster to Committee Chair roster and ALISE HQ	ALISE President-elect	Early Fall
Alert sitting Chair of new Committee Chair's appointment	ALISE President-elect	Early Fall
Contact prior Chair for advice	Committee Chair	Fall
Send Committee Report to new Chair	Prior Committee Chair	Fall
Send agenda for Committee meeting during ALISE Conference to Committee	Committee Chair	At least one week prior to meeting
Attend Committee meeting during ALISE Conference	All Committee members	As scheduled
Plan work of Committee, including calendar of deadlines	All Committee members	During ALISE Conference
Send follow-up report of plans to Committee, Board Liaison, and ALISE HQ	Committee Chair	Immediately following Conference
Get copy of official call for nominations from ALISE HQ	Committee Chair	During ALISE Conference
Solicit nominations through posting in following suggested listservs: and others as appropriate: JESSE, ALISE members, ALISE school representatives, ALISE deans/directors	All Committee members, as assigned	Early April
Solicit nominations through individual emails to additional groups, including the following suggested groups, as appropriate: Past recipients of the award, ALISE past Presidents; deans of schools with faculty who have received recognition in appropriate areas	All Committee members, as assigned	Early April
Contact nominators of prior year nominees to ask if nominee should be considered and offer opportunity for updating of materials	Committee Chair	Early April
Provide article for ALISE News on award and call for nominations	Committee Chair	Spring newsletter deadline
Post reminders of call to listservs	All Committee members, as assigned	Early June
Receive and acknowledge all nomination packets	Committee Chair	July 15 deadline
Distribute nomination packets and ballots (template attached) to Committee by email	Committee Chair	July 16
Evaluate nominees and submit ballots to Chair	All Committee members	Mid-August
Tally ballots and report results to Committee	Committee Chair	September 1
Draft award citation and send to Committee for comment	Committee Chair	Early September
Send final citation and Committee report to Board Liaison for confirmation, ALISE HQ, and Committee members. Recommendations for changing award criteria (if needed) are made in this report.	Committee Chair	September 15
Board reviews award committee reports confirm nominees (or other action) and reviews suggested changes (if any) to award criteria, discusses and votes as appropriate. Action is recorded in minutes.	ALISE board	Fall meeting
Report Board action to Committee Chair	Board Liaison	Late September
Notify award winner. Updating of committee documentation is performed by the Executive Director.	Committee Chair	Late September
Inform ALISE HQ when winner has been notified	Committee Chair	Late September

Create press release and distribute; post winner on ALISE website	ALISE HQ	Late September
Thank all Committee members for service	Committee Chair	Early October
Post Committee Report to ALISE web page for future chairs	ALISE HQ	October