

Outstanding Professor Selection Committee: Guide for Co-chairs

Draft: June 2022

September

- Notify co-chairs
- Provide I-drive access
- COE (?) removes ineligible nominees

October

- Co-chairs determine date and time of December OPSC meeting
- Co-chair in charge of documents requests room or sets up Zoom meeting for December meeting
- Co-chairs adjust dates on initial email and "Letter of Introduction" for OP Selection Committee members
- COE determines makeup of OP Selection Committee members
- Question to consider: Will the committee include alternates in case of recusal at later stages?

November

- Co-chair in charge of communication sends initial email to OPSC members (Attachments: Confidentiality Agreement, "Letter of Introduction")
- Co-chair in charge of documents compiles and saves the following information to the I-Drive as committee members submit:
 - Confidentiality Agreements
 - Member's preferences for Phase 3 roles
- Question: Is there a better way to do this than email? Perhaps a Google form that automatically populates a spreadsheet? Doing everything by email attachment can become unwieldy.

December

- Prior to December meeting, committee members send ONLY to co-chairs their Phase 1 ranked top 10 list of nominees based on a holistic review
- Co-chair in charge of communication sends out reminder of meeting to committee members
- Committee meets to determine 10 semifinalists
- Co-chair in charge of communication sends committee members meeting summary (do not include names of semifinalists) and Phase 3 assignments for committee members
- Co-chair in charge of documents creates semifinalists' individual folders in I-Drive OP folder
- Co-chair in charge of documents notifies COE chair of list of semifinalists
- Co-chairs determine due dates for Phase 2
- Co-chairs adjust dates and links on Semifinalist notification email
- Co-chair in charge of communication send each semifinalist an individual email congratulating them on being a semifinalist and notifying them of the required documents and deadlines
- Co-chair in charge of documents adds files as they come into the appropriate semifinalist's folder in the I-Drive

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January

- Co-chair in charge of communication send individual reminder email(s) to all semifinalists in advance of the deadline
- Co-chair in charge of documents should take stock of what is missing in each semifinalist's folder so final individual reminders can be specific and go only to those who are missing items
- Co-chairs should review and adjust dates on the Phase 2 email to the committee
- Co-chairs should also consider adding a reminder about confidentiality (even within the committee) to discourage discussion of the semifinalists' packets
- Co-chairs should adjust names and dates on "Semifinalist Ranking" spreadsheet
- Co-chair in charge of communication sends Phase 2 email to all committee members being careful to BCC the committee members (Attachments: Letter of Introduction [to review process], Spreadsheet for "Semifinalist rankings")
- Question: Again, is there a more efficient way to do this than email attachments? If the committee members were sent a Google form on which to do their semifinalist rankings, this could populate directly into a spreadsheet, reducing time spent compiling and the risk of errors being made in data entry/calculation. Also, doing it this way would eliminate the risk of a committee member accidentally sending their list to the whole committee.

February

- Committee submits rankings to co-chairs
- Co-chair in charge of documents enters numbers into master spreadsheet as they come in from committee members
- Co-chair in charge of communication sends reminders to committee members prior to the deadline
- Co-chairs meet to go over rankings in the master spreadsheet and determine which nominees will advance to the finalist phase based on the committee's combined rankings
- Co-chair in charge of communication individually notifies finalists by email (Attachments: OP Finalist Record of Achievement document, OP Finalist Opt-In Agreement, Confidentiality Agreement)
- Co-chair in charge of communication individually notifies semifinalists who will not advance to finalist
- Co-chairs determine time/place of Phase 3 prep meeting for committee
- Co-chair in charge of documents reserves room/creates Zoom invite
- Co-chair in charge of communication sends meeting information to committee members
- Committee meets in last week of February to review assignment/procedures/deadlines for Phase 3
 - Consider asking Committee member tasked with Student Evals to pull a quote or two from each finalist's evals to be used by the COE chair in the Board Meeting presenting the finalists (Will save everybody time later!)
- Co-chair in charge of communication sends meeting recap to committee members (especially those who may have missed the meeting)
- Co-chairs review the grids/rubrics to make sure that all grids are working as intended

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March

- Committee undertakes Phase 3 assignments
- Co-chair in charge of documents creates OP “Finalist” folder in I-Drive and files documents appropriately as they come in from finalists/letter writers
- Co-chair in charge of documents reviews submissions from committee members to make sure committee members
- Co-chair in charge of communication sends reminder to finalists in advance of deadline
- As committee members submit their rubrics/rankings of finalists in their assigned area (classroom visits, evals, letters, etc), co-chairs separately enter the numbers into the master spreadsheet for Phase 3

April

- Co-chairs meet to make sure numbers match up
- Co-chair in charge of communication sends thank you email to committee members for their participation (Do not reveal the winner!)
- Co-chair in charge of documents notifies COE chair of OP winner