

### **Time Line for the 2004 BOG Teaching Awards**

11/24/03	Send letter to Chancellors and CAOs requesting portfolio submissions
1/9/04	Identify whether teaching awards will be held in conjunction with the O. Max Gardner awards.
2/1/04	Portfolios received in Office of the President
2/13/04	Present 2004 teaching award nominees to Personnel & Tenure Committee
2/04	Staff meeting with UNC Design to develop Program and Invitation for Awards luncheon
3/04	Present 2004 teaching award nominees to Committee requesting approval Committee chair presents nominees in closed session for Board approval
3/24/04	Send congratulatory letter to the nominees from Chairman Wilson
4/2004	Staff continue planning: Send invitations about 5 weeks prior to event Confirm arrangements for luncheon (shuttle service, menu, entertainment) Finalize program material Prepare script
5/6/04	Email or fax script to committee for review
5/13/04	Committee meeting with staff to review program roles and review script
5/14/04	BOG Teaching Awards Luncheon
6/04	Return portfolios to campuses
7/04	Prepare report on the campus allocation of funds