

Distinguished Teacher of the Year Award Committee

(**Note:** This committee combines the following into one:
Distinguished Teacher of the Year Award Nominating Committee
and
Distinguished Teacher of the Year Award Selection Committee)

1. The committee members will read the Section Bylaws for the description of the committee.
2. The committee members will read the information about the MAA Deborah and Franklin Tepper Haimo Award, which is available on the national website at <http://www.maa.org>. The Section University Teacher awardee will be asked to apply for this national award, and thus the Section awardee must meet the Haimo requirements.
3. In October, the committee chair will solicit nominations by contacting the department chairs in the Section. The deadline to submit nominations will be no later than December 15.
4. In late December and early January, the committee will review the nominations. The chair will lead the committee to consensus for the award.
5. The committee chair will send the awardee's name and school to the Section Secretary by January 15.
6. The committee chair will contact the Section Treasurer for information about the fee waivers available to the awardee (Meeting registration for the awardee, Friday banquet for the awardee and one guest).
7. The committee chair will notify the awardee by January 15 and extend an invitation to the annual Section Banquet at which the award will be presented. Information about the fee waivers will be included in the invitation.
8. The committee will contact the previous year's awardee and encourage that person to complete the nomination packet for the Haimo Award, which must be submitted to the MAA by its deadline of March 1. Should that person not wish to pursue the application process, then an earlier awardee should be contacted. Every effort should be made to have an applicant from the Section each year.
9. The committee chair will contact the Section 1st Vice-Chair and provide the awardee's name along with the fee waivers that will be used by the awardee. This will be done by March 15 or by the meal reservation deadline, whichever comes first.

10. The committee chair will provide the mailing address to the Section Secretary if the awardee does not plan to attend the banquet, so that the award plaque may be sent by mail.
11. The committee will prepare an oral description of the awardee which highlights the accomplishments and characteristics that impressed the committee. The committee chair will present this information at the Section Banquet.