



## Southeastern Conference Faculty Achievement Awards Selection Procedures

1. Initial Ranking of SEC Professor of the Year Award Nominees
  - a. The SECU staff will electronically distribute to each Provost a nomination packet for his or her university's SEC Faculty Achievement Award winner, who constitutes a nominee for the SEC Professor of the Year Award.
  - b. SECU staff will also electronically distribute to each Provost a ballot to use in ranking nominees. (Rankings are from 1 to 13 with 1 representing the most deserving candidates.) Provosts shall not rank their own university winner.
  - c. All Provosts must electronically return a completed ranking ballot to the SEC office by the deadline specified. The SECU staff will tally the ranking ballots as follows:
    - i. The three nominees with the lowest scores will be retained for further consideration during the award selection teleconference.
    - ii. In the event of a tie, up to five nominees may be retained for additional discussion.
2. Final Selection of the SEC Professor of the Year Award Winner
  - a. During the award selection teleconference, credentials for the three to five nominees with the lowest scores will be reviewed and discussed as follows:
    - i. The chair of the Provosts' group shall supervise the voting process (e.g., initiating discussion, calling for votes, tallying results, etc.).
    - ii. If a Provost's university has a nominee, he or she shall present his or her nominee and address any questions from the selection committee. The Provost will then disconnect from the selection teleconference.
3. Notice and Announcement of SEC Faculty Achievement and Professor of the Year Award Winners
  - a. After final selection, the SECU staff will notify all Provosts of the winner of the SEC Professor of the Year Award.
  - b. After final selection, the SECU staff will also announce the winner of the SEC Professor of the Year Award (as well as the SEC Faculty Achievement Award winners) and prepare for his or her in-person recognition at the annual SEC Awards Dinner and SEC Symposium. SEC member ***universities should not make*** announcements regarding the SEC Faculty Achievement Awards until after the SEC announcements.