



## Process to Determine Nominations for External Awards When Current Recipients Decline the Nomination Offer

Distinguished Faculty Committee

Origins: DFA recipients, both FT and PT, are automatically nominated to external awards (such as the Hayward Award) and are given the opportunity to either accept the nomination and continue those processes, or decline as said processes are extremely robust.

### **OPTION 1: If either recipient declines the nomination, the DFA Committee will:**

1. Reach out to former DFA recipients to see if anyone is interested. We would like to retain the FT/PT relationship, therefore in such cases, if the current FT recipient should decline, we would ask past FT recipients first and vice versa.
2. If the FT/PT relationship cannot be maintained due to past members also declining the nomination offer, we will open it to any past recipient.
3. In the case that multiple past recipients accept the offer, the committee (in consultation with the Academic Senate president) will determine who to give the nomination.
4. If no past recipient accepts the offer, an open call via email will be sent to all faculty (either FT, PT, or both depending on which nomination(s) need(s) to be filled). It is recommended that whoever might accept such a nomination should have their dean's and/or colleague's support for the nomination.

### **OPTION 2: If either recipient declines the nomination, the DFA Committee will:**

1. Reach out to former DFA recipients to see if anyone is interested. We would like to retain the FT/PT relationship, therefore in such cases, if the current FT recipient should decline, we would ask past FT recipients first and vice versa.
2. If the FT/PT relationship cannot be maintained due to past members also declining the nomination offer, we will open it to any past recipient.
3. In order to avoid having to determine a "winner" if multiple past recipients should accept, the committee will send individual offers to past recipients chronologically from most recent backward. The email will provide a "respond by" date (perhaps two days) at which time we will move on to the next past recipient.
4. If no past recipient accepts the offer, the committee will begin to contact past DFA nominees chronologically as in step 3.
5. In the case where no past recipient or nominee accepts the offer to apply for an external award, the opening(s) will not be filled for that particular year.