**Timeline**

**2023-2024 MinnState Board of Trustee EXCELLENCE IN TEACHING AWARD**

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| **May – Aug. 2023** | Announcement of award and call for nominations. |
| **August 28, 2023** | Nominations should be completed through:  <https://stcloudstate.co1.qualtrics.com/jfe/form/SV_eo32UNF1Fwd2vFY>    NOTE: A nomination is encouraged but NOT required to submit an application to the SCSU BOT Evaluation Committee. |
| **Sept. 13,**  **2023** | Portfolios due electronically to [CETL@stcloudstate.edu](mailto:CETL@stcloudstate.edu) |
| **Sept. 15,**  **2023** | Packets made available to CETL Advisory Committee for review. |
| **Sept. 18 –**  **Oct. 13,** **2023** | CETL Advisory sub-Committee reviews and recommends its nominees for SCSU’s Outstanding Educator Award and for the Board of Trustee’s Outstanding Educator of the Year Award. CETL Advisory Committee drafts a Committee Summary for each nominee. |
| **Oct. 16, 2023** | Portfolios submitted to SCSU President for review and final  determination. |
| **Oct. 16 –27,**  **2023** | President reviews packets and completes President’s Recommendation. |
| **Nov. 1, 2023** | President submits nominee portfolios to MN State. |
| **April 2024** | Board of Trustees Awards luncheon. |