

IDEC Awards Chair(s)

The IDEC Awards Chairs play a critical role in recognizing excellence in teaching, research, and service across the IDEC membership and partnering organizations. The majority of awards administered by the IDEC organization are managed by this committee.

Appointment & Terms of Service

- **Appointment:** Appointed by the IDEC Board
- **Term:** 2-year term (Reappointment for an additional 2 years); Responsibilities begin May 1 of the appropriate year and run until April 30.
- **Time Commitment:** 1-2 hours per week during non-awards review period. 3-4 hours per week during awards call release through conference.

Responsibilities and Duties

The IDEC Awards (co)chair(s) coordinate review, approval, and administration of the IDEC Awards. The IDEC Awards (co)chair(s) communicate regularly with the Collaborative Coordinator who, with the Director, liaises with the Service Collaborative on all matters of the awards process. Specific responsibilities include:

- Prepare and disseminate the Call for Award nominations with assistance of IDEC staff.
- Appoint qualified award reviewers. The award recipient(s) of the past two years will be invited to review award nominations. If past award winners are unable to review, the Award Chair(s) will recruit reviewers suitable to review the award nominations.
- Establish and maintain application review criteria.
- Enforce deadlines, maintain timeline (see below) and contact past recipients asking for their willingness to review.
- Maintain regular communication with the IDEC Director-at-Large of the Service Collaborative and the Service Collaborative Coordinator through monthly collaborative meetings
- Prepare awardee materials for the annual conference and coordinate details of the awards presentation that occurs at annual conference
- Attend the in-person IDEC annual conference each year of service in this role
- Liaise with IDEC staff to promote award winners through outlets such as the website and social media
- Provide ongoing visioning for the direction of the IDEC awards program

Awards Administered

Below are the IDEC awards administered by the Service Collaborative:

- IDEC Teaching Excellence Award
- IDEC Scholarship Excellence Award
- IDEC Community Service Award
- IDEC Book Award
- IDEC Media Award
- IDEC Partners in Education Award

Timeline

- **Monthly conference** call with IDEC Director of Service and/or Collaborative Coordinator
- **Late summer** - Prepare and disseminate, with the IDEC staff, the Call for Award applications/nominations.

- **October/November** – Deadline for award submissions
- **November - January** -- Coordinate the review process of recruiting eligible reviewers and completing the jurying of nomination packets until each award has a determined awardee
- **January (mid/late)** – Chair contacts IDEC Headquarters with names of all award recipients in preparation of Annual Conference and notifies applicants with sufficient advance notice to register and attend the conference.
- **March** – Annual Conference
 - Award Recipients announced at conference
 - Immediately following Conference – Award recipients announced to the IDEC Membership via membership-wide dissemination channels
- **April** – Debrief Process with Service Collaborative members