

Academic Year 114 (2025-2026)

Excellent Teacher Award Timeline



Task	Completion Date	Responsible Party	Notes
First Selection Committee Meeting	Sep. 1 (Tue.)	Selection Committee	Elect the convener and discuss the review procedures and scoring methods.
Award Application Announcement	Sep. 7 (Mon.)	Office of Human Resources	Announce applications for the Academic Year 114 Excellent Teacher Award.
Application Submission	Announcement date- Oct. 20 (Tue.)	Individual Faculty Members	Full-time faculty members with at least five consecutive years of service at TMU (including faculty at affiliated hospitals) may apply directly or be nominated by a college, department/institute, or student association. Submit to HR.
Compile Applicant Information	Oct. 20 (Tue.)- Oct. 28 (Wed.)	Office of Human Resources	Compile applicants' performance indicators into a comparative evaluation table.
Document Review and Scoring	By Nov. 13 (Fri.)	Selection Committee	Select candidates who pass the first-stage document review. Review criteria: Teaching and Special Contributions 70%; Research 20%; Service 10%. Quota: 4 from the University and 2 from each of the three affiliated hospitals.
Announce Candidates Passing the Document Review	By Nov. 20 (Fri.)	Office of Human Resources	Notify successful candidates to proceed to the second-stage in-person presentation.
Second Selection Committee Meeting	Dec. 4 (Fri.)	Selection Committee	Candidates deliver an in-person presentation in the second stage, followed by scoring. Quota: 2 from the University and 1 from each of the three affiliated hospitals.
University Faculty Evaluation Committee Review	Dec. 14 (Mon.)	University Faculty Evaluation Committee	Submit the ranked list to the University Faculty Evaluation Committee for second-stage review and resolution.
Award Presentation	January of the following year	Office of Human Resources	Present the awards at the Administrative Meeting.