

*FAU College of Education Outstanding Dissertation Award*  
**PROCEDURES**  
**November 1, 2024**

A standing committee to serve as a panel of faculty judges will be established in the college. The purpose of the committee is to determine the winner of the College of Education Outstanding Dissertation Award. It will consist of up to five voting faculty members (one vote for each department). Each department will be invited to send a representative.

Departments will determine the process for selecting and rotating the representative. Department chairs are asked to send the name of their representative to the Director of the Office of Student Services (or Dean's designee) by the start of fall semester if they intend to participate.

The Director of the Office of Student Services (or Dean's designee) will communicate with chairs and faculty in order to facilitate the committee membership.

The Director of the Office of Student Services (or Dean's designee) will announce the award and facilitate the collection and organization of student applications that are sent forward by departments to the Dean, as well as maintain current information about the award on the college web site. The Director of the Office of Student Services office (or Dean's designee) will work with the committee and the dean's office to assist with the process.

The COE Outstanding Dissertation Award Committee will convene immediately after the fourth Friday in January deadline. The committee will set a plan to meet the established deadlines. Each year the committee will review the applications and make a judgment as to which one, if any, they consider to be most outstanding. The committee will write a letter reporting their decision to the Dean and copy the Director of the Office of Student Services (or Dean's designee). The Dean (or Dean's designee) will make arrangements to present the award.

The Dean (or Dean's designee) will be responsible for contacting the applicants and notifying them of the committee's decision.