UDP SELECTION TIMELINE 2020-21

September 26, 2022

 Call for ADP (2 openings) and UDP nominations (one or more openings)

November 18, 2022

 Names of nominees conveyed to Amy Hogan

October/November, 2022

 Solicit committee nominees (2) from CFA

Confirm committee selection with provost – 2 current UDPs, 2 current ADPs, 1 Faculty Rep (CFA)

 Set date for January committee meeting

 Send appointment letter to committee members, with date of January meeting

Ask each candidate to select Advocate to speak on their behalf

Contact advocates to confirm meeting attendance and time slots

December 23, 2022

Dossiers due to Amy Hogan (electronic submission to amyhogan@vt.edu).

Provide dossiers to all current ADPs and UDPs to review, with survey for feedback

Provide dossiers to committee members for review

January/February, 2023

 Current ADP/UDP feedback survey closes; provide report to committee members

ADP/UDP Evaluation Committee meets – week of ***January 23 or 30?***

 Provost makes recommendations

 President approves recommendations

 President notifies recipients and candidates not selected

 President determines stipend, operating expense amounts

 Board of Visitors resolutions are completed – ***DRAFTS DUE February 17 (before March BOV)?***

February 24, 2023

 FINAL resolutions due to BoV portal

March/April, 2023

 ADP/UDP appointment resolutions presented to Board of Visitors for approval

 President issues award letters

 Complete P3A forms

 Press release announcement

 President’s office moves stipend and operating fund moneys to department

 President’s website updated to reflect changes

April 10, 2023

 UDP appointments effective date