

Adjunct Faculty Excellence Award

Nomination Deadline: 5:00 pm, Wednesday, January 10, 2024

Application Deadline: 5:00 pm, Monday, February 5, 2024

Award Description

Up to five awards (one per college) of \$1,000, before tax, will be available for recognition of outstanding teaching. Award candidates will be recommended to the Provost by a selection committee comprised of previous year's winners and a department chair representative from each college. The committee will only recommend individuals who have been judged to be outstanding in teaching. For example, the committee should not forward any recommendations if it feels that none of the applicants are truly deserving of the award.

Award Amount: \$1,000

Award Eligibility Criteria

Individuals receiving the awards will be recognized for their commitment to their students and for exceptional performance in teaching as shown by evaluation of those skills by both students and peers and evidence of activities in which the individuals have been engaged in high quality teaching in the department or college.

Selection will be limited to adjunct faculty who have been employed in that capacity at the University on or before Summer semester 2023. Once receiving an award, a recipient is ineligible to reapply until three full academic years have passed. Adjunct faculty members who receive an award in the 2023-24 academic year would be eligible to reapply for the award in the 2027-28 academic year. Eligibility will be verified by the Provost's Office.

Application Process and Portfolio

Candidates for consideration may be identified through nomination of a colleague in the home department to the department chair or by direct nomination from the department chair. All candidates will be asked to submit an electronic professional portfolio in .pdf format that includes the following:

1. Cover letter with a statement on how the applicant engaged in high quality teaching, highlighting any special initiatives/high impact practices that fostered student learning.
2. Complete and up-to-date curriculum vitae.
3. List of the courses taught within the past two semesters prior to the year of application*.
4. Materials from the past two semesters prior to the year of application* that support cover letter (e.g., syllabi, handouts, student assessments, creative learning activities, scholarship on teaching and learning).
5. Student evaluations of teaching during the past two semesters prior to the year of application*, including a statement verifying that all student evaluations are included,

and indicating which, if any, written student comments are excluded. Preference will be given to applicants who include all written student comments.

6. Write a brief summary in 115 words or less to be read during the awards ceremony should the faculty member win the award.

**Applications are due in Spring 2024; prior two semesters would be Fall 2023 and Summer 2023. If you did not teach during Summer 2023 then you would include Spring 2023 instead.*

Award Criteria for Selection of Candidates

- Evidence that the candidate has demonstrated distinguished performance in relation to teaching requirements;
- Evidence of both short- and long-term positive impact on students;
- Degree of effective innovation in teaching activities and/or delivery;
- Degree of consistency of performance over time;
- Evidence that one's overall system of teaching has continued to evolve and improve;
- Incorporation of the various technical innovations applicable to the art and science of teaching;
- Incorporation of one's own discipline-specific research and service into the teaching experience, in both the creative and transmittal stages;
- Active involvement of the students in the learning process;
- Evidence that skill in teaching extends beyond the formal classroom and includes individual and small group interaction, if such activity is appropriate;
- Indication that the individual is viewed as knowledgeable in the field and challenging to students;
- Evidence of self-initiated, formal or informal, classroom creative activities and/or innovations that lead to enhanced performance and delivery in teaching and in enhanced student learning.

Award Timeline

Nominations must be submitted, by the Chair, to the Office of the Provost no later than **5:00 p.m., Wednesday, January 10, 2024**, so the nominee can be notified and has adequate time to prepare an application. Nominations should be submitted to the Office of the Provost (Bldg. 10, Room 210) or by email to Brian Whitney (bwhitney@uwf.edu) in the Office of the Provost.

Applications must be submitted electronically; hard copies will not be accepted. Applicants are to create a Google Drive folder, place all files in the Google Drive folder, and then share the folder with Brian Whitney (bwhitney@uwf.edu) in the Office of the Provost no later than **5:00 p.m., Monday, February 5, 2024**.

Award announcements will be made at the 2024 Honors Convocation to be held on Friday, March 22, 2024.