

## **GUIDELINES:**

# **THE BOARD OF REGENTS ADJUNCT FACULTY TEACHING AWARDS**

## **General Information**

These guidelines are established to implement the Resolution adopted by the Board of Regents on May 16, 2013 regarding the establishment of Board of Regents Awards.

The awards are given to recognize part-time faculty who have distinguished themselves as outstanding teachers with a track record of increasing student learning and promoting instructional improvements for their programs/departments.

## **Eligibility**

Adjunct faculty members who have taught in the CSCU system for at least six semesters

Recipients of an award will not be eligible for reconsideration for the award for three years

Nominees for an award must be eligible for continued appointment in the following academic year

## **Criteria**

Nominations should be based on evidence of outstanding teaching and implementing instructional improvement as characterized by:

- a) Exceptional teaching skills/effective pedagogy
- b) Innovative/creative instructional delivery
- c) Impact on student learning
- d) Instructional improvements/collegial collaborations

## **Nominations**

Nominators, supporters, and nominees are expected to submit strong, persuasive evidence of contributions to teaching and learning:

- explicitly in providing students with instruction of the highest quality,
- challenging students and stimulating their intellectual growth,
- communicating high expectations, and
- being accessible to students and responding to their needs, interests and problems

Department and programs are encouraged to nominate worthy candidates among women, faculty of color and members of other groups historically underrepresented in their discipline.

## Number of Awards

There might be two System awards granted annually by the Board of Regents of \$1,000 each to adjunct faculty members from CSCU institutions who best exemplify high quality teaching should there be at least nine campus-based nominations.

**NOTE: There are no campus-based awards for the Adjunct Faculty Teaching Awards.**

## Source of Nominations

Nominations may originate from: Deans, Directors, Department/Program Heads, administrators, award committees, individual or group of faculty members, and individual or group of students. All nominations should be coordinated through the appropriate academic unit (e.g. Dean's departmental or program office), as determined by the institution's selection process - see below. A complete nomination process will consist of:

- 1) Cover Sheet
- 2) Letter of Nomination by nominator(s) of no more than two typed pages expressing the basis for the nomination – relating nominee's teaching to the awards' criteria
- 3) Nominee's Reflective Statement presenting teaching philosophy and supporting evidence to substantiate the Letter of Nomination of no more than five typed pages
- 4) Letter of Support from one to three colleagues and/or students to complement the Letter of Nomination, one to two typed pages each
- 5) Nominee's resume or curriculum vitae – abbreviated and concise, no more than five typed pages

**NOTE: Excessive elements of the nomination package will not be shared with members of the System Award Selection Committee, per their time-sensitive review/assessment process.**

## Selection Process

Each institution will determine a process for reviewing all nominations and subsequently recommending one candidate for consideration for the Adjunct Faculty Teaching Awards. The institution's selection process should be centered on the award's criteria. For this purpose, the chief academic officer will form an appropriate review committee.

An institution may determine that there are no nominations sufficiently compelling to recommend for the award in a given year.

Once a candidate has been identified, the president will electronically submit the nomination to the Board of Regents, addressed to Dr. Jane M. Gates, Provost and Senior Vice President for Academic and Student Affairs, to the attention of Arthur Poole at [APoole@commnet.edu](mailto:APoole@commnet.edu).

The institutional nominations will be reviewed by a committee composed of previous recipients of the Adjunct Faculty Teaching Award and other faculty members. The Selection Committee is established and coordinated by the System's Office of the Provost. After reviewing and assessing the nominations, the committee will forward its recommendations to the Board of Regents, through the System's Office of the Provost for the final selections.

## Publicity

The System Office will work with personnel at the CSCU institutions to ensure that visibility is given to the awards through local and statewide print and electronic media.

## Awards Timeline

Each year, the Provost and Senior Vice President for Academic and Student Affairs will issue a call for nominations and establish and inform the CSCU community of a detailed awards' timeline. A broadly defined timeline is listed below:

October	Call for Nominations issued
November - December	Nominations due at each campus
December - January	Review of nominations by campuses
January	Campuses forward nominations and support materials to Office of the Provost
January - February	System Award selection committee reviews recommendations and submits System Award recommendations to Office of the Provost
March	Academic and Student Affairs Committee of the Board of Regents reviews recommendations and endorses the final selections
March - April	Board of Regents makes final selections
April 13th	Board of Regents recognizes Award recipients at Faculty Advisory Committee's Annual Conference
April - May	Campuses may conduct local institutional Recognition Ceremony