

CAS Adjunct/Instructor Award

Award Criteria

- Majority of courses taught in CAS
- Eligible in 3rd year of employment as an adjunct (or instructor, in relevant award years); must have two (2) annual (academic year) reviews completed
- One (1) nominee per department per year
- Previous award recipients are not eligible to be nominated again
- Former tenure-track faculty are not eligible for this award
- Demonstrated excellent teaching, utilizing effective and engaging student learning assignments, activities, experiences
- For adjuncts: Demonstrated interest/engagement in department
- For instructors: Demonstrated excellence in advising/mentoring, informally and formally, as applicable
- For instructors: Demonstrated enthusiastic contributions and service to department and/or college

Award Rotation

- Awarded to both an instructor and an adjunct faculty member in 2016.
- Thereafter, awarded to an adjunct except every third year. (2017 Adjunct, 2018 Adjunct, 2019 Instructor, 2020 Adjunct, 2021 Adjunct, 2022 Instructor, etc)
- If at some point the pool of instructors does not warrant a separate award cycle, the selection committee may, with input from the CAS Dean's Office, combine the adjunct and instructor award rotations into a single award for which both populations are eligible every year.

Nomination Process

- Nominations should be made by the CAS department chairperson, direct supervisor, or other (as appropriately designated by CAS department chairperson)
- Nominations are due to the dean's office by the end of March.
- Nomination materials (supplied by nominator and/or nominee):
 - One (1) page letter of nomination, highlighting nominee's qualifications related to the award criteria detailed above.
 - Last two (2) years of annual reports with chair/dean comments
 - Last two (2) years of student course evaluations
 - Additional (appropriate) materials *might* include:
 - Representative syllabi
 - Representative test(s)
 - Representative assignment(s)
 - Representative service learning project(s)
 - Teaching observation(s)

Selection Process

The selection committee will meet and make a decision in April. The award recipient will be announced via email by the end of the spring semester, and the award will be formally presented at the first CAS Faculty Assembly meeting of the following year. The selection committee (5-7 members) will be comprised of:

- Dean's Office representative
- CAS Department Chair
- Coordinator/Direct Supervisor of adjuncts (or instructors, in relevant award years)
- Faculty with adjunct (or instructor, in relevant years) experience*
- A tenure-track faculty member

**in subsequent years, previous winner(s) – up to three (3) past winners – for this position*