Adjunct Faculty Excellence in Teaching Award
Criteria and Procedures

PURPOSE
The Adjunct Faculty Excellence in Teaching Award is awarded annually and recognizes outstanding achievements that have enhanced the TAMU-CC community. Relevant activities include outstanding classroom teaching, innovative class activities, projects and assignments, effective use of technology to enhance student learning and service-learning projects that impact the TAMU-CC community. The contributions must occur within the capacity of teaching.

ELIGIBILITY
All current adjunct TAMU-CC adjunct faculty who have taught at TAMU-CC for a minimum of six (6) academic terms in the last five academic years, including Fall, Spring and Summer semesters, are eligible for nomination. Candidates who won the award in the previous year are not eligible for a consecutive award.

CRITERIA
The fundamental criterion considered for a nomination is the Adjunct Faculty’s outstanding performance of professional responsibilities associated with their instructional contractual assignment(s). This is evidenced by, but not limited to, student evaluations and teaching performance recognized by program coordinators, full-time faculty, department chairs and/or deans.

NOMINATORS AND NOMINATION MATERIALS
A call for nominations with a link to an online form will be sent to the campus community on or before Oct. 15th. Nominations are accepted from Oct. 15 - Nov. 15 and are encouraged from a full range of instructional settings.

All campus faculty, administrators, students, chairs, directors, deans, and staff members may nominate individuals for this prize. Self-nominations are also encouraged. A person may be nominated by more than one person.

All eligible nominations will be reviewed by the Adjunct Faculty Awards Committee. Finalists will be invited by Dec. 1 to submit a portfolio.

FINALIST NOMINATION PACKET
The department chair, program coordinator, or their designee (please avoid asking the nominee to do the labor) should ensure the nominee’s eligibility and create a nomination packet (a pdf file not to exceed 25 pages) for the nominee that includes the following:

• A 1-page (maximum) summary highlighting contributions to the TAMU-CC community, emphasizing excellence in teaching.
• At least two letters of support written by anyone familiar with the nominee’s teaching. The letters should emphasize how the nominee has exceeded the scope of their assigned duties.
• Evaluations of teaching from students and supervisors.
• Course materials that highlight excellence in teaching.
• CV or résumé emphasizing excellence in teaching.

Portfolios are due by **Feb. 15** to adjunct.teaching.award@tamucc.edu. Only complete applications will be considered, and late materials will not be accepted. The assessment rubric includes the categories of Clarity, Originality, Effort, TAMU-CC Impact, and Community Impact.

**Award Decision**
The Adjunct Faculty Awards Committee makes all award decisions for the TAMU-CC Adjunct Faculty Excellence in Teaching Award. The committee is made up of one representative appointed by the dean from each college. Other non-voting appointees made by made at the discretion of the Provost and Vice President for Academic Affairs.

If additional information about a nominee is required for validation or clarification, the nominee may be contacted. Final committee recommendations will be forwarded to the Provost and VPAA by mid-March.

**Award Notification**
The public identification of the individual is held secret until the awards are presented at the ceremony in April.

**Award Payment**
The award consists of a $1,000 for the first-place winner and $250 for the runner up.

**Annual Timeline***
October 15th  Call for Nominees.
November 15th  Initial Nomination Due (link in call).
December 1st  Notifications to Finalists to Submit Portfolios.
February 15th  Finalist Portfolios Due to adjunct.teaching.award@tamucc.edu.
Mid-April  Recognition of Awardees.

*If the specified date does not fall on a workday; the materials are due the next workday after the date.

Please direct questions to: Dr. Amy Aldridge Sanford (amy.aldridge.sanford@tamucc.edu), Associate Provost, Academic Affairs.
Adjunct Faculty Excellence in Teaching Award
Nomination Form
Open from Oct. 15 – Nov. 15

CANDIDATE INFORMATION

Adjunct Faculty’s name: ____________________________________________________________
Department: ____________________________________________
Candidate’s email address: _____________________ Candidate’s phone: ________________

Has the candidate taught at TAMU-CC for a minimum of six (6) academic terms in the last five academic years? ___ Yes ___ No ___ Unsure

Does the candidate know they have been nominated for the award? ___ Yes ___ No ___ Unsure

Please share how the adjunct nominee has enhanced the TAMU-CC community within the capacity of teaching and learning (100 words or less).

NOMINATOR INFORMATION

Nominator name: ___________________________ or check “SELF” ___
Relationship to candidate (if not self): ________________________________
Nominator’s email address: _________________ Office Phone: ________________
Adjunct Faculty Excellence in Teaching Award
PORTFOLIO RUBRIC

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Far Exceeds Expectations</th>
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<tbody>
<tr>
<td>Clarity</td>
<td>Contributions toward effective teaching are not clearly described.</td>
<td>Contributions toward effective teaching are clearly described.</td>
<td>Contributions toward effective teaching are clearly described and illustrated by multiple concrete examples.</td>
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<tr>
<td>Originality</td>
<td>Contributions involve slight modification to an existing teaching plan.</td>
<td>Contributions involve robust modifications to an existing teaching plan.</td>
<td>Contributions are entirely original and represent outstanding teaching.</td>
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<tr>
<td>Effort</td>
<td>Nominee’s teaching largely fall within his/her job description</td>
<td>Nominee has devoted some time and resources to the enhancement of teaching activities.</td>
<td>Nominee clearly devoted much time and resources to the enhancement of teaching activities.</td>
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<tr>
<td>TAMU-CC Impact</td>
<td>Unclear whether or not teaching contributions will have impacts on TAMUCC students, faculty, staff, and/or programs.</td>
<td>Contributions of teaching have had impacts on TAMUCC students, faculty, staff, and/or programs.</td>
<td>Contributions of teaching will have LASTING impacts on students, faculty, staff, and/or programs.</td>
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<tr>
<td>Community Impact</td>
<td>Unclear whether or not teaching contributions will have impacts on the students and possibly the local community.</td>
<td>Teaching contributions will have impacts on the students and possibly the local community.</td>
<td>Teaching contributions will have LASTING impacts on students and possibly the local community.</td>
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