

HONORS AND AWARDS GUIDELINES

College of Arts and Sciences Adjunct Teaching Award

Revised August 2016

I. Purpose

The purpose of the College of Arts and Sciences Adjunct Teaching Award is to honor adjunct faculty members in COAS who are demonstrating excellence in teaching. The award will be given annually.

II. Eligibility

Any current adjunct faculty member who meets these criteria:

- has held an appointment at Boise State for at least six semesters

and

- has taught at least thirty credits at Boise State.

III. Nominations

Each department can nominate adjunct faculty members at the ratio of one nominee per ten adjuncts in the department, with a maximum of three nominees per department. Nominations should be sent to the COAS office.

A nomination will consist of a letter written by the nominee's chair, a colleague of the nominee, or the nominee him/herself, detailing the nominee's teaching excellence. If the letter is written by a colleague or the nominee, it must be signed by the chair. This letter will be accompanied by a copy of the nominee's vita. Nominations may also include an optional additional letter of support for the nomination and up to three pages of supporting materials (e.g., evidence of teaching effectiveness, impacts of service, importance of research or creative activities, etc.)

The letter should explain how the nominee demonstrates teaching excellence. Included should be a narrative summary of supervisor and/or peer evaluations of teaching effectiveness, a narrative profile of student evaluations, and a description of use of best practices and/or innovation in teaching. Optionally, the nominee may include information about his/her participation in faculty development opportunities and/or sharing of pedagogical knowledge through presentations, workshops, etc.

IV. Procedures

At the beginning of the fall term, the dean shall ask each department for a representative to serve on the Faculty Honors and Awards Committee. The representative must be full-time faculty. In addition, each department may nominate an adjunct representative to serve on the committee. The committee will include at least one adjunct faculty member who is eligible to vote for the Adjunct Teaching Award and the College of Arts and Sciences Faculty Excellence Awards. The committee will not include more than three adjunct faculty members. Faculty who are former award recipients should be strongly encouraged to serve on this committee.

A. The dean will also announce to departments that nominations for the award are due in the College office by the first Friday in November, at which time they will be forwarded to the committee.

B. The committee will meet by the second Friday in November, select a chair, and decide on specific procedures it will follow. (The committee may decide, for example, that members who are unable to attend meetings be invited to convey their assessments of candidates, but that they not have a vote.)

C. By December 15, the committee will have selected the award recipient, and the committee chair will notify the associate dean of the selection and provide a brief (<300 word) summary of why the recipient was considered the most outstanding. Suggestions for improvements in the Guidelines may also be submitted. The dean will notify the finalist of the results. Committee members should keep the result confidential until the dean announces the award winner at the college's spring semester opening meeting.