I. Purpose
The purpose of the COAS 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
- 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. Additional materials should not be submitted with the initial nomination. (If additional materials are submitted, they will not be passed on to the committee at this time.) If a nominee is selected as a finalist, additional materials (see below) will be requested by an Associate Dean and passed along to the committee.

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. Finalists
Finalists may be asked by the selection committee for additional information, which may include any of the following:

- Teaching materials: sample syllabi, assignments, links to Blackboard sites, etc.
- Statement of teaching philosophy
- Supportive letter(s) from colleagues
- Supportive letter(s) from former students
- Observationsreviews
- Evidence of involvement in faculty development

V. Procedures
At the beginning of the fall term, the Dean shall ask each department to nominate an adjunct faculty member or a lecturer to serve on the College’s Honors and Awards Committee to choose the recipient of the COAS Adjunct Teaching Award. Faculty who are former award recipients or
have formerly served on an awards committee are strongly encouraged to serve on this committee.

A. The dean will also announce to departments that nominations for the award are due in the associate dean’s office by the third or fourth Friday in September, at which time they will be forwarded to the committee.

B. The committee will meet by the first Friday in October, 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.) A minimum number of members to conduct committee business, or quorum, may be established. By the third Friday in October the committee will select two finalists and forward their names to the associate dean. (On rare occasions, three finalists may be selected.) The associate dean will notify all nominees of the results and will ask finalists to deliver dossiers to the associate dean’s office by the second Friday in November.

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.