



Chancellor's Award for Excellence in Adjunct Teaching

Policies and Procedures Academic Year 2024-2025

Important:

Please read the guidelines carefully to make sure your nominee meets **all** eligibility requirements before preparing a file for a nominee that is not eligible.

Deadlines:

1. The **nomination form only** must be submitted electronically **no later than Wednesday, September 4, 2024.**
2. The **completed PDF nomination file** must be received in the Provost's Office **no later than Wednesday, October 2, 2024.** ***Note to Students:** If you submit a nomination form, it will then be necessary to coordinate with the nominee's department in order to prepare the nomination file.
3. Any files received **after the October 2, 2024** deadline **will not be accepted.**

Award has program-specific eligibility criteria:

- Nominees must be Adjunct faculty as generally defined by the specific SUNY institution. Individuals serving in full-time professional or academic position at a SUNY institution are not eligible for this award:
- Nominees must have taught, over the proceeding five years, a total of courses equivalent to one half of a three-year full-time teaching load in the appropriate department;
- Nominees may also serve in adjunct roles at other educational institutions;
- Nominees must be employed by the nominating campus at the time of the nomination.

There are also circumstances that preclude nomination regardless of the program. The following are special conditions that limit eligibility and these restrictions apply to all programs:

- Individuals holding Distinguished Faculty Rank: Distinguished Librarian, Distinguished Professor, Distinguished Service Professor and Distinguished Teaching Professor – **may not be nominated for an Excellence Award in any of the categories;**
- Recipients of an Excellence Award may not be nominated for another Excellence Award within a five-year interval;
- Recipients of an Excellence Award may not be re-nominated for an award in the same category-even if they are now working for a different SUNY institution;
- The chief campus officer for academic, student, or administrative affairs, or persons serving in these capacities, may not be nominated for an Excellence Award. **Other exclusions include the following as well as other comparable titles:** Direct reports to the campus President or Chancellor, Vice Chancellors and above, Vice Presidents and above, Vice Provosts and above, Senior Counsels and above, and the Deans of the College of Ceramics at Alfred University and the New York State Colleges of Agriculture and Life Sciences, of Human Ecology, of Industrial and Labor Relations, and of Veterinary Medicine at Cornell University;
- Posthumous nominations are ineligible.

PROGRAM SPECIFIC ELIGIBILITY FOR EXCELLENCE IN ADJUNCT TEACHING (EIAT)

Nature of the Program – EIAT

The Chancellor's Award for Excellence in Adjunct Teaching recognizes consistently superior teaching at the graduate, undergraduate, or professional level in keeping with the State University's commitment to providing its students with instruction of the highest quality.

Selection Criteria – EIAT

The primary criterion is skill in teaching. The following criteria are to be used in selecting nominees for this award:

- **Teaching Techniques and Representative Materials** – There must be positive evidence that the candidate performs superbly in the educational environments. The nominee must maintain instructional policies that adapt readily to student needs, interests and problems. Mastery of teaching techniques must be demonstrated and substantiated.
- Candidates' evaluations of students' work must be strongly supported by evidence. When available, student evaluations (in the form of student questionnaires administered and compiled by persons other than the nominee) may provide a clear idea of the nominee's effectiveness in teaching;

Additional consideration, as appropriate, may be given to:

- Outstanding support for the intellectual growth of individual students:
- Demonstrated use of relevant contemporary data from their discipline(s) in their teaching. Evidence maybe scholarly and/or widely recognized experience in the field;
- Number of students per course; and
- Different teaching techniques employed.

FORMAT OF EXCELLENCE IN ADJUNCT TEACHING NOMINATION FILE

1. **Nominator's letter.**
2. **Chairperson's letter.**
3. **Current and detailed CV.**
4. **Substantiation** that the nominee has taught, over the proceeding five years, a total of courses equivalent to one-half of a three-year full-time teaching load in the appropriate department. List of courses taught in chronological order indicating level.
5. **Letters from peers: no more than 5** (both on and off campus). Letters emailed or faxed to the nominator are acceptable.
6. **Letters from students:** former and/or current – **no more than 5**. Letters emailed or faxed to the nominator are acceptable.
7. **Statement of educational philosophy** prepared by the candidate.
8. **Evidence for Teaching Effectiveness/Description of educational efforts:** summary of student's evaluation of teaching over the last few years, student mentoring, innovative devices, syllabi, etc.
9. **Summary Presentation:** The **file must** include, in ESSAY FORMAT (**not** letter format, **not** written in the first person, **not** addressed to the committee, **not** signed), a summary, limited to a maximum of 5 pages. It must address how the candidate excels in each criterion for selection for the award to which the candidate is nominated, the candidate's most outstanding qualifications and major achievements attained. The quality of the evidence provided is critical to recommendation. Although excerpts from the recommendations can and should be included, the Summary Presentation must be more than a testimonial. There must be specific, concrete examples of how the nominee fulfills each criterion.
 - Important: After the campus selection committee makes its recommendations to the President, **only the summary presentation, CV, and Substantiation (list of courses taught)** will be submitted to SUNY to make the case for the nominee. SUNY does not see the nomination file.

****No nomination files will be accepted after the Wednesday, October 2, 2024 deadline**