

## PROCEDURES FOR TEACHING EXCELLENCE AWARDS

- Three awards will be presented annually, one dedicated to **tenured** faculty, one to **tenure-track** or **clinical** faculty, and one to a **part-time/adjunct** faculty. These awards will be in the amount of \$5,000 each for full-time faculty and \$2,000 for part-time faculty. A minimum of two years in service at Adelphi is required.
- Students or other faculty should nominate faculty for the Teaching Excellence Award. The “Call for Nominations” will be announced via email, campus media and TV monitors. To nominate a faculty member, a student nominator must write a letter of recommendation; the letter should be signed by at least 6 students and include a statement about the value of the course experience with the teacher and how it made a difference in the students’ educational experiences. **The students must have completed a course with the faculty nominee.** A faculty member submitting a nomination must write a letter of recommendation; the letter should be signed by at least 3 faculty. Examples of the creativity and excellence in teaching of the nominee, as well as faculty preparedness and availability to students should be included. Email submissions are accepted, however, separate emails must be sent in support of the nomination. All emails should be sent to Sharon Faranda at [faranda@adelphi.edu](mailto:faranda@adelphi.edu).
- A rotating committee of seven faculty and two students, appointed by the Provost, will receive and review the nominations. Award recipients will serve on the selection committee for two years immediately following the Teaching Award, during which time they are ineligible for nomination. The committee will notify faculty nominees. The nominees will be required to submit supporting materials to include current syllabi, statement of teaching philosophy, how his/her research is integrated into teaching (for full-time nominees only), and descriptions of innovative teaching techniques (e.g. active/service learning, technology in the curriculum). A letter of recommendation should be submitted directly to the Committee by a colleague or dean. In addition, recent student evaluations will be available to the committee.
- **The deadline for nominations is March 3, 2007.** The Committee will notify faculty that they have been nominated for the Teaching Excellence Award. **Faculty nominees have until April 6, 2006 to forward supporting material to the Committee.**
- Awards will be announced at the last Faculty Meeting of the spring 2007 term (May), and recipients will be introduced at Commencement. The recipients may be asked to make presentations at the following Matriculation ceremony (late August).

Nominations and supporting material should be submitted to the **Teaching Excellence Award Committee** c/o the Office of the Provost (Levermore Hall/Room 101).

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