



Date: January 26, 2017
To: FIT Faculty, Staff and Students
From: Elaine Maldonado
CET/Teaching Institute

***SUNY AWARD FOR
ADJUNCT TEACHING***

Re: **CALL FOR NOMINATIONS - SUNY CHANCELLOR'S AWARDS
FOR EXCELLENCE IN ADJUNCT TEACHING 2017-2018**

The SUNY Chancellor's Awards for Excellence in Adjunct Teaching are system-level honors conferred to acknowledge and provide system-wide recognition for superior professional achievement and to encourage the ongoing pursuit of continuous academic excellence.

Rewards of Selection: In acknowledgment of their selection, recipients will receive a certificate, and a Chancellor's Award for Excellence Medallion is also bestowed to commemorate the honor.

Candidate Characteristics: Individuals nominated for these awards must meet all prescribed eligibility criteria and must fulfill – and preferably surpass – the selection criteria. In all cases, candidates must be individuals of achievement, committed to the University and its students, respected by the campus community and worthy of emulation by colleagues and students on the home campus and across the system.

General Eligibility: Nominees must be Adjunct Faculty, as generally defined by the specific SUNY institution, and **must hold a FIT Certificate of Continuous Employment (CCE)**. **Nominees must have taught over the preceding five years, a total of courses equivalent to one-half of a three year full-time teaching load in the appropriate department.**

Documentation: Documentation provided by the nominee will include evidence of the candidate's qualifications and must provide examples of specific achievements, demonstrating that the candidate has met the standards outlined by SUNY. CV entries subsequent to the candidate's most recent promotion or tenure must be verified. While documentation may include letters of support from peers or students, more substantial documentation is strongly recommended. Please refer to the suggested documentation and materials listed in the Chancellor's Award for Excellence in Adjunct Teaching category.

All individuals must be nominated – no one may apply. If you wish to nominate an individual who meets the program criteria, please submit the nomination(s) in writing. *The letter of nomination, about 300-500 words long, must address the criteria in sufficient detail to establish eligibility for the award.*

FOR ASSISTANCE IN WRITING A LETTER OF NOMINATION, PLEASE SEE CRITERIA FOR EACH OF THE FIVE PROGRAMS ON THE FOLLOWING PAGES.

All nominations must be submitted to the Teaching Institute, B502, by February 28, 2017.

For further information, please contact Elaine Maldonado, x7-4062, Elaine_Maldonado@fitnyc.edu.

If you wish to nominate a candidate, please see the particulars below. Please review the criteria, and address these in your letter of nomination.

PROGRAM DESCRIPTIONS AND PROGRAM-SPECIFIC CRITERIA

5. Excellence in Adjunct Teaching (EIAT)

The Chancellor's Award for Excellence in Adjunct Teaching recognizes consistently superior teaching. The primary criterion is skill in teaching. The nominee must maintain instructional policies that adapt readily to student needs, interests and problems. Mastery of teaching techniques must be demonstrated and substantiated. 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 may be scholarly and /or widely recognized experience in the field;
- ❑ When available, student evaluations presented for several different courses over a period of several recent years will also provide a clear idea of the nominee's impact on students.
- ❑ Nominees must be employed by the nominating campus at the time of the nomination.
- ❑ Documentation must clearly attest to **“consistently superior service, sound scholarship, outstanding service to students, as well as to the University and campus.” The candidate must perform superbly in the classroom.** Examples of good documentation include: student evaluations for various courses over multiple years, grade distributions, evidence of different courses taught, innovative teaching techniques demonstrated by lesson plans or materials used, reflective teaching portfolios, pedagogical workshops given, video/podcasts of teaching, examples of quality student work that demonstrate the difficulty of tasks, reference to publications, grants, conference presentations, and artistic productions, etc.

The full SUNY Chancellor's Award guidelines are available online at the Provost's website.