



Award for Excellence in Teaching

for a Part-Time Faculty Member

The award in the amount of \$5,000 will be presented annually to a part-time (adjunct) faculty member who has demonstrated excellence in teaching at Brooklyn College.

Nominating Process

This award recognizes the important contributions made by adjunct faculty to teaching and learning at Brooklyn College. If you know an adjunct faculty member who has proved to be an outstanding teacher, has a particular ability to communicate a body of knowledge, shows great respect for students, and is dedicated to encouraging and cultivating a love of learning, we invite you to send a letter of nomination detailing why you believe this individual deserves to receive this award.

Nominations may come from any member of the faculty, including candidates themselves. Letters of nomination (hardcopy only) should be sent to the Office of the Associate Provost for Faculty and Administration, 3227 Boylan Hall, by Tuesday, **February 7, 2017**.

Supporting Materials and Teaching Observation

Each nominee must submit the following:

- i. Current curriculum vitae;
- ii. Statement of teaching philosophy;
- iii. Portfolio that includes sample syllabi and course assignments; and evidence of activities related to enhancing teaching effectiveness, such as attending seminars and conferences on pedagogy;
- iv. Spring semester teaching schedule (to facilitate scheduling of classroom observations);
- v. Recent Brooklyn College departmental teaching observation;
- vi. Brooklyn College student evaluations.
- vii. The submission of evaluations/letters of support from students, alumni and faculty attesting to the quality of one's teaching is encouraged.

Classroom observations of the highest ranking candidates will be conducted by members of the selection committee.

All materials must be submitted to the Office of the Associate Provost for Faculty and Administration, 3227 Boylan Hall, by Tuesday, **February 21, 2017**. E-mailed materials will not be accepted.

In recognition of the pedagogical use of technology, applications may be supplemented by web-based materials or other standard media. However, clear instructions regarding how to access/view these resources must be included in the primary supporting documentation.

Eligibility

To be eligible for this award, the nominee must be a part-time faculty member at Brooklyn College during the Spring 2017 semester and must have completed a minimum of four (not necessarily consecutive) semesters of teaching at Brooklyn College. Previous recipients are not eligible.

Selection Process

A committee composed of five members of the faculty, including those who have themselves been recognized for excellence in teaching, appointed by the Provost or designee, will select the recipient of the award. No member of the selection committee is eligible for the award.

• • • • •

The award will be presented during the awards ceremony at the conclusion of the 21st Annual Faculty Day Conference on Wednesday, May 24, 2017.

If you have any questions, please feel free to contact Associate Provost Matthew Moore at MatthewM@brooklyn.cuny.edu or (718) 951-5024.