Guidelines For Preparing a 2020-2021 Chancellor’s Award For Excellence In Adjunct Teaching Nomination Portfolio

The following guidelines are in addition to the eligibility guidelines from SUNY System Administration available at: [http://system.suny.edu/academic-affairs/faculty-staff-awards/excellence-in-adjunct-teaching/](http://system.suny.edu/academic-affairs/faculty-staff-awards/excellence-in-adjunct-teaching/) While the SUNY guidelines for this particular award are excerpted in this document, the full SUNY guidelines should also be consulted when compiling a portfolio. A hard copy of the entire portfolio must be submitted to CELT, 100b Edwards Hall by MONDAY, SEPTEMBER 28, 2020. The portfolio will be reviewed by the campus committee, Provost, and President. Nominators or nominees will be notified after the campus review process has been completed no later than November 6, 2020. If you have questions or would like to discuss how to put together a portfolio, please contact CELT at 395-5088 or celt@brockport.edu.

Please complete and include this checklist with the portfolio

☐ This is not a self-nomination.

☐ The nominee is currently employed at Brockport as Adjunct Faculty. Individuals serving in full-time professional or academic positions at Brockport or any other SUNY institution are not eligible for this award.

☐ 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. (Since a full-time teaching load for faculty without scholarship expectations is four courses per semester, the nominee should have taught a total of 12 courses (or the equivalent in contact hours) between Fall 2015 and Summer 2020. Nominees may also serve in adjunct roles at other educational institutions but these courses do not count toward the minimum number needed to qualify.)

☐ The nomination portfolio fits in one three inch three ring binder maximum and does not include full articles, books, DVDs, etc.

☐ The nominee and/or nominator(s) have looked at successful portfolios from years past available in the CELT office in 100b Edwards Hall. (Call 395-5088 before visiting CELT to make sure someone is in the office.)

Items to be included in the nomination portfolio with suggested deadlines include:
1. Table of contents with page numbers

2. Nomination portfolio checklist (included on first page of this document)

3. Summary Presentation – maximum of five single spaced pages. This provides the rationale for the campus’s nomination of a candidate and sets forth candidate merit for selection. It should reflect the committee’s objectivity and impartiality in coming to its decision in what is generally a highly competitive campus process. It is the only documentation available to those involved in the System-level review to explain the campus’ rationale for nominating the candidate for this honor. 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. The Summary Presentation should be written by the nominator(s) and not by the nominee (or in the first person) because this undermines the impartiality and objectivity required of the nomination process.

4. Curriculum Vitae (CV) - An up-to-date and moderately detailed CV containing information on the nominee’s career must be included in the nomination portfolio.

5. Substantiation for Chancellor's Award for Excellence in Adjunct Teaching - Substantiation that 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. At Brockport, this means that the individual should have taught a total of 12 courses (or the equivalent in contact hours) between Fall 2015 and Summer 2020. In a memo on department stationary, the nominator or Department Chair should indicate the total number of courses taught in the past five years by the nominee and list each course including the semester(s) that course was taught. If the nominee taught more than one section of a course in the same semester, make sure those courses are listed separately using the section number to differentiate them from each other.

6. Short letter of support (1/2 page or less) from the Department Chair if she/he did NOT write the summary presentation.

7. Additional supporting materials should be organized in the portfolio in the following sections. A short (1 page or less) introductory statement summarizing and reflecting on each lettered section is required.

a. Teaching Methods and Materials

Include sample syllabi and course materials that provide positive evidence that the candidate performs superbly in educational environments. These materials also should demonstrate that the candidate maintains instructional policies that adapt readily to student needs, interests and problems. Mastery of diverse teaching techniques must be demonstrated and substantiated.

b. Grading and Assessment

Include evidence showing that the nominee sets high expectations for students and helps them achieve those expectations. Materials to include in this section include: examples of assessments that are rigorous and appropriate for the type and level of the course; grade distributions for all courses taught in the last five years; examples of the scoring criteria (rubrics) used by the nominee for a variety of assignments.

c. Engagement with Students
Indicate how many students the candidate has taught per course and how the candidate provides outstanding support for the intellectual growth of her/his students. Letters of support from students (not required) can be placed in this section.

d. Feedback and Evaluation

Summarize and discuss the candidate’s Instructional Assessment System (IAS) scores (include average means for the first four items for each course taught for the past five years at Brockport) and discuss teaching changes made as a result of IAS feedback. Include peer feedback the candidate has received about her or his teaching (classroom observations, teaching evaluations, letters of support, etc.) and discuss changes made as a result of this feedback.

e. Professional Development

Discuss how the nominee has kept up-to-date with developments in her/his field and how she or he has incorporated new developments into her/his courses. Indicate whether the nominee has taken advantage of any teaching professional development opportunities and how she/he has incorporated teaching professional development into his or her courses.

SUNY Guidelines

Nature of the Program

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

The primary criterion is skill in teaching.

Teaching Techniques and Representative Materials – There must be positive evidence that the candidate performs superbly in 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 may be scholarly and/or widely recognized experience in the field;
- Number of students per course; and
- Different teaching techniques employed.