



North Idaho College

NORTH IDAHO COLLEGE FOUNDATION

ADJUNCT FACULTY AWARD

The Adjunct Faculty Award is an opportunity to recognize exceptional teaching. The award honors individuals at NIC who have demonstrated excellence in their craft by inspiring students to learn and excel as they strive to accomplish their goals. The North Idaho College Foundation proudly provides the funding for this award.

For the purposes of this award, faculty achievement will be defined by the following criteria:

- 1) Teaching effectiveness – 80%. This will be based on student evaluations, division chair or vice-chair evaluations, innovative teaching methods, and contributions to the department's curriculum development.
- 2) Contributions to the community – 20%.

The Process:

1. One \$500 award will be given annually.
2. The cash award will be given to an adjunct faculty member.
3. Adjunct faculty members qualify for the award during their fifth consecutive semester (including summer) of teaching at NIC. The adjunct faculty member must be teaching at least six semester credits or the equivalent thereof.
4. Initial nominations will be made by:
 - a) Classroom instructors to their Division Chairs and/or to the Vice President for Instruction;
 - b) Division Chairs and Librarians to the Vice President for Instruction;
 - d) Students to the ASNIC President;
 - e) Staff to the Vice President for Instruction.
5. Initial nominating materials will include:
 - a) The nominator's name, address, and telephone number;
 - b) A one-page nominating letter delineating the reasons for the nomination.
6. The Vice President for Instruction's designee, deans, division chairs, the Vice President for Students or designee, and the ASNIC President will gather the nominations submitted to them. If no nominations are forthcoming, the division chairs may elect to nominate faculty members.

These nominations are to be forwarded to the Vice President for Instruction.

**Nominations are to be forwarded to the Vice President for Instruction by
April 2, 2021.**

7. The Vice President for Instruction will contact the finalists and request from them:
 - a) A current vita;
 - b) A brief written commentary addressing the criteria outlined above, not to exceed 2 pages;
 - c) Any of the following: student surveys, student course evaluations; student evaluations of programs and/or teaching/learning activities; student written comments; student campus survey data supporting service excellence; student service testimonials, letters and/or commendations and awards. **No identifiable student information may be included (remove names and ID #'s of students).**

8. Packets for each nominee will be prepared by the Vice President for Instruction's office for the selection committee. Packets will include:
 - a) Nominator's name, address, and telephone number;
 - b) Initial nomination letter;
 - c) Faculty member's current vita;
 - d) Faculty member's commentary addressing the selection criteria;
 - e) Any or all of the following: student surveys; student course evaluations; student evaluations of programs and/or teaching/learning activities; student written comments; student campus survey data supporting service excellence; student service testimonials, letters and/or commendations and awards. **No identifiable student information may be included (remove names and ID #'s of students).**
 - f) Documents of support supplied by a selection of the following: division chairs, ASNIC President, Vice President for Student Services, Vice President for Instruction, and faculty peers and/or other campus employees.

9. The packets of the finalists will be turned over to a selection committee. The selection committee meeting will be called by the last Friday of April with the Vice President for Instruction acting as its chair. The committee will be composed of:
 - a) Two previous award recipients;
 - b) One voting member from Instructional Leadership Team;
 - c) ASNIC President;
 - d) Vice President for Instruction, or designee;
 - e) Vice President for Student Services, or designee.

10. The selection committee's responsibility will be to evaluate the nominating materials for each finalist to determine the final recipient.