



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 if they have taught at NIC for at least two semesters.
4. Initial nominations will be made by:
 - a) Classroom instructors to their Division Chairs and/or to the Interim Provost;
 - b) Division Chairs and Librarians to the Interim Provost;
 - c) Students to the ASNIC President;
 - d) Staff to the Interim Provost.
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 Interim Provost's designee, deans, division chairs, 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 Office of Instruction.

**Nominations are to be forwarded to Cheri Beard in the Office of Instruction
by April 7, 2023.**

7. The Office of 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 Office of Instruction 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, Interim Provost, 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 Interim Provost acting as its chair. The committee will be composed of:
 - a) Two previous award recipients;
 - b) One member from Instructional Leadership Team;
 - c) ASNIC President;
 - d) Interim Provost, or designee;
 - e) Student Services representative, or designee.
10. The selection committee's responsibility will be to evaluate the nominating materials for each finalist to determine the final recipient.