

**CHANCELLOR'S AWARD FOR EXCELLENCE IN
ADJUNCT TEACHING**

Please also refer to [SUNY Policies & Procedures](#).

New Paltz may submit up to three (3) nominations for this award.

- A. **The submission date for nomination dossiers is OCTOBER 15.**
- B. Prior to preparing a dossier, CONFIRM THE CANDIDATE'S ELIGIBILITY for the award.
 - 1. Nominees must be adjunct faculty as generally defined by SUNY New Paltz. Individuals serving in a full-time professional or academic position at a SUNY institution are not eligible for this award, nor are retirees serving as adjunct faculty.
 - 2. Nominees must be employed by New Paltz at the time of nomination. They may also serve in adjunct roles at other educational institutions.
 - 3. 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.
Nominations forwarded to SUNY must include substantiation of this teaching load.
- C. The dossier must include the following:
 - 1. NOMINATION LETTER (no more than THREE pages), signed as indicated below and addressing how the candidate fulfills, and preferably surpasses, the selection criteria for the award (refer to SUNY's *Policies & Procedures* for details).
 - a. Include positive evidence of consistently superior teaching: demonstrated mastery of teaching techniques, adapted to different courses; accessibility to students and concern for their intellectual growth; high academic standards, careful assessment of students' performance, and support of their scholarly/creative success. Use **specific, concrete examples**, which may be drawn from the candidate's letters of support.
 - b. **Links** to especially noteworthy materials that demonstrate the candidate's merit may be included in the nomination letter and/or candidate summary.
 - c. The nomination letter **must be signed** by the candidate's nominator(s), department chair and dean.
 - 2. CANDIDATE SUMMARY (maximum of ONE page). This abstract must make a clear, succinct case for the candidate's merit based on the evidence presented in the dossier.
 - 3. TEACHING RECORD substantiating that the nominee has met SUNY's teaching-load requirements for the award (see B.3., above). Include the following:
 - a. A list of all courses taught at New Paltz over the last five years and the semester(s) each course was taught;
 - b. Student Evaluation of Instruction (SEI) summary reports for the past five years (written comments may also be included);
 - c. Syllabi for all courses taught during the past three years, each including student learning outcomes, information about grading and other means of assessing student performance, and academic policy statements;
 - d. Grading patterns for the past three years, available from the Office of Institutional Research;

- e. Other evidence of the candidate's exceptional teaching skill. This may include evidence of outstanding support for the intellectual growth of individual students; use of relevant contemporary data from their discipline(s) in teaching; employment of different teaching techniques.
- 4. CURRICULUM VITA: An up-to-date and moderately detailed CV that includes the **nominee's date of appointment to the SUNY system, highest rank attained, and date of appointment to that rank, as SUNY requires**. See [Curriculum Vitae](#) for campus resources.
- 5. LETTERS OF SUPPORT from two New Paltz colleagues, at least one of whom must be a full-time faculty member, and three students (graduate, undergraduate, former) specifically addressing the candidate's exceptional skill in teaching. Letters from former students who are doing graduate work, are employed by other institutions, or are teachers may strengthen the case for the candidate's merit. ***Note that letters of support will not be submitted to SUNY; therefore, evidence of merit documented in referee letters must be reflected in the nomination letter and candidate summary.***
- D. Submit to chancellors@newpaltz.edu one complete dossier addressed to the Chair, Scholarships & Awards Committee, c/o the Office of Academic Affairs.

MAKE SURE ALL REQUESTED DOCUMENTS ARE PROVIDED. MISSING INFORMATION WILL RESULT IN DISQUALIFICATION OF THE NOMINATION BY THE SCHOLARSHIPS & AWARDS COMMITTEE.