MVCC EXCELLENCE AWARD
NOMINATION FORM
-ADJUNCT EXCELLENCE IN TEACHING-

CANDIDATE CHARACTERISTICS

Individuals nominated for this award must meet all prescribed eligibility criteria and must fulfill – and preferably surpass – associated selection criteria. Candidates must be individuals of achievement, committed to MVCC, respected by the campus community and worthy of emulation by MVCC colleagues and students.

GENERAL ELIGIBILITY

To be considered for the MVCC Adjunct Excellence in Teaching Award, an adjunct instructor must have completed at least six (6) semesters of service. These semesters need not be consecutive. This award is open to any employee of the College who teaches on an adjunct basis. An individual may be recognized by this award only once in a five-year span.

RESTRICTIONS

Conditions that preclude nomination are:

- Previous Excellence Award winners within five (5) years in this category;
- Previous Excellence Award winners within past five (5) years in any other category;
- Chief campus office holders (President, Vice Presidents, and Associate Vice Presidents);
- Posthumous nominations are ineligible.

SELECTION CRITERIA:

An adjunct nominated for this award is expected to demonstrate the following characteristics:

a. Student oriented and respectful of students;
b. Demonstrates classroom management skills;
c. Creates a learning-centered environment;
d. Understands the role of his/her course in the curriculum;
e. Recognizes individual differences in student learning styles;
f. Stimulates student thinking;
g. Shows enthusiasm for the course content and transfers that enthusiasm to students;
h. Ensures that students meet the learning outcomes of the course, and;
i. Participates in SUNY General Education and/or Middle States assessments.

Other characteristics that may be considered but are not required include:

a. Outside activities that benefit the College;
b. An interest in learning, and;
c. Involvement in professional growth and development.

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NOMINEE:

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SUBMITTED BY:

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Please address all items on this form to the best of your knowledge. Feel free to expand this form as if you need additional space.

1. **TEACHING AND MATERIALS** – Show evidence that candidate performs superbly in the classroom; maintains a flexible instructional policy that adapts to student needs, interests and problems; demonstrated mastery of teaching techniques. Consideration should be the number of students per course, and the different teaching techniques employed in the various courses. When available, student evaluations should be presented for courses over several recent years.

2. **SCHOLARSHIP AND PROF. GROWTH** – Document how candidate keeps abreast of his/her field and uses relevant contemporary data. Evidence in this area includes, but is not limited to, publications, grants, presentations at conferences, artistic productions, etc.

3. **STUDENT SERVICE** – Describe how candidates are generous with personal time, easily accessible, and demonstrate concern for the intellectual growth of individual students. The focus here accessibility to students outside of class; e.g. office hours, conferences, and special meetings.

4. **ACADEMIC STANDARDS** – Show how candidate sets high standards for students and helps them attain academic excellence. Quantity and quality of work that is more than average for the subject must be required of the students. Present evidence to support student performance through their accomplishments, including placement and achievement levels. Consideration should be given to grading patterns, particularly grade distributions for courses taught in any 3 recent semesters.

RETURN COMPLETED FORM BY March 7, 2014 TO:
Joe Woodrow, Academic Building 137b, jwoodrow@mvcc.edu