



Excellence In Education-Adjunct Nomination Form

The Excellence in Teaching by Adjunct Faculty Award was established in 2010 to honor a Grand Rapids Community College adjunct faculty member for his or her contributions to the institutional goal of constantly improving the learning environments and success for our students. The recipient receives an award of \$750.

NOMINATION INSTRUCTIONS:

Criteria for nominating a colleague

- A nominee is a colleague who has been employed for at two years (2) years at GRCC, but has not received the award previously.
- A nominee must be an employee in good standing.
- Any faculty member, Department Head, Program Director, Associate Dean, ESP, or student can recommend the nominee by completing the nomination form. This form asks the nominator to provide evidence of the nominee's exemplary status in the 5 areas described below.

Process for Nominating a Colleague:

- All nominations are submitted without the nominee's knowledge. Please emphasize confidentiality when obtaining comments from nominators and endorsers' signatures.
- Once the nomination is completed, it should be emailed to the respective Department or Program Director (or Assistant Dean if the nominator is the Department Head or Program Director) and request him or her to endorse the nominee via an email to the Provost office at provost@grcc.edu. The nomination and the endorsement email will be forwarded to the Excellence in Education Committee. The endorsing email does not need to address the five criteria areas below, but rather a written statement indicating the support of the nomination.
- The Excellence in Education committee, a subcommittee of the Academic Governing Council, will review the submitted nominations for the adjunct award and recommend a recipient to the Provost.
- Nominations for non-winning full-time faculty will automatically be reconsidered in the following year.

Nominators have the opportunity to update their nomination if desired. Contact the Provost office at provost@grcc.edu or (616) 234-3920 for details about how to update a nomination.

Nomination Form Instructions:

The 5 areas below are to be addressed by the nominator in the nomination:

GUIDELINES FOR FACULTY:

The categories below are based upon the Guidelines for Faculty, created by the Academic Governing Council at GRCC. The standard and bulleted items are listed below to help describe each standard.

1. Maintains current content knowledge.

- Demonstrates current knowledge and practice in the discipline.
- Shares knowledge to help students anticipate future trends

Provide a narrative of support that speaks to the quality of this nominee in terms of currency of his or her knowledge, from your perspective. Provide specific, concrete examples of why this faculty member is exemplary in this area.

2. Promotes an environment conducive to learning.

- Uses the learning environment to promote faculty-student and student-student interaction.
- Adapts the environment to meet the needs of the course.
- Maintains an environment that cultivates respect, care, and rapport among students.
- Creates an environment in which students are comfortable asking questions, stating opinions, challenging ideas/content.
- Understands their students' background, culture, needs, aspirations, and goals.
- Manages conflict and differences of opinions.

Provide a narrative of support that speaks to the quality of this nominee in terms of the learning atmosphere, from your perspective. Provide specific, concrete examples of why this faculty member is exemplary in this area.

3. Designs courses to promote learning and success for students.

- Incorporate available information about student's initial knowledge and needs into the course.
- Clearly defines the course objectives and expectations for both faculty member and students.
- Teaches to course objectives.
- Assesses student achievement of outcomes and/or experience
- Provides timely feedback to students.
- Provides opportunities for student feedback to faculty member.
- Considers teaching practices in light of current research and best practices

Provide a narrative of support that speaks to the quality of this nominee in terms of the quality of course design, from your perspective. Provide specific, concrete examples of why this faculty member is exemplary in this area.

4. Establishes a professional relationship with students and between students.
 - Demonstrates authenticity in his/her interactions with students.
 - Encourages students to be authentic and able to express themselves.
 - Demonstrates compassion and encourages students to demonstrate compassion.
 - Accepts others and their viewpoints and lifestyles in the learning environment.
 - Knows his/her own strengths and areas for improvement.
 - Encourages students to recognize their own strengths and areas for improvement
 - Recognizes strengths of students and helps them capitalize on them
 - Cares about students and their success in the classroom and in life.

Provide a narrative of support that speaks to the quality of this nominee in terms of his or her professional relationships with students, from your perspective. Provide specific, concrete examples of why this faculty member is exemplary in this area.

5. Creates and maintains a community of learners.
 - Supports colleagues in his/her own Department or Program.
 - Communicates and interacts constructively with those in other Departments and Programs.
 - Values contributions of all College staff.
 - Recognizes and acknowledges colleagues' strengths and accomplishments.
 - Shares expertise and resources with colleagues.
 - Takes responsibility for the whole; supports consensus decisions and actions
 - Collaborates with community partners to enhance learning experiences when appropriate for achieving course outcomes.

Nomination Deadline: **May 10, 2019**

This publication is available in alternative formats upon request.
Please contact Disability Services at (616) 234-4140 for more details.