# PART-TIME FACULTY EXCELLENCE IN TEACHING AWARD

**PURPOSE**

As a means to further the University’s efforts to recognize outstanding faculty and to acknowledge the many and important contributions of the nontenure line faculty, this policy establishes an awards program for recognizing part-time faculty excellence in teaching and outlines a process for selecting and making these awards. This award is intended to recognize instructors who have not historically been eligible for university teaching awards.

# POLICY

One Part-Time Faculty Excellence in Teaching Award may be given per academic college annually. Each award will consist of a certificate signed by the college dean and a monetary award of $1,000. All faculty members teaching 75% or less FTE in both long semesters of the preceding calendar year, have taught throughout the entire course, and are not employed as an administrator or staff member full time are eligible for these awards, exclusive of those faculty members who have received this award in the preceding three years.

# PROCEDURE

Each college review committee will be composed of the Nontenure Line Faculty Committee (NLFC) members and liaisons for the college; therefore, all departments within the college will have representation. The longest serving college NLFC member will serve as chair of the college selection committee.

Should an NLFC member or liaison apply for this award, a nontenure line faculty member from that department will be designated by the NLFC to serve on the selection committee.

# Application Process

* 1. Applications will be solicited via a faculty-wide email sent by the Faculty Senate.
  2. The deadline to submit applications for the 2022 calendar year to the [Faculty Senate email](mailto:FacultySenate@txstate.edu) is **March 24, 2023.** The Faculty Senate’s administrative assistant will upload supporting documentation to the Canvas Part-time Teaching Award project site by March 28 for review by the applicant’s college selection committee.
  3. Applicants are instructed to follow the guidelines listed below, and to address the Excellence in Part-time Teaching Award rubric (attached) in the application form and documentation. The college selection committee will use this rubric to review submissions.
  4. Upon receiving applications, the Faculty Senate will notify respective department chairs, school directors, and college deans.

# Guidelines

1. Each applicant must submit supporting documents to the Faculty Senate [email](mailto:facultysenate@txstate.edu) account and by doing so, will grant approval to the NLFC to review his or her application materials. All documents will be available only to the committee. The Faculty Senate will notify chairs and deans of the faculty in their units who have applied for the award.

2. Combine all the following documents in a single pdf, and in this order:

* + 1. Completed application form (following page)

1. Narrative response statement (300-word maximum). Describe:
   * + 1. An innovative teaching strategy you have used or created.
       2. A teaching challenge and how you solved it.

c. Texas State CV highlighting teaching development (e.g. teaching workshops, continuing education, curriculum development projects) and accomplishments (e.g. teaching awards, honors)

1. Three written student comments that address teaching effectiveness (e.g. letters, comments from evaluations, emails)
2. One written letter of support from a faculty member in your department

3. Applications that do not include the documentation outlined above or are not submitted by the specified deadlines will not be considered. Ranking of applicants will be based on information in the application materials as applied to the rubric.

# Committee Recommendations

Upon completion of the college committees’ reviews, the NLFC Chair will submit the committee’s recommendations to the Faculty Senate for endorsement. Once approved, the NLFC Chair will notify the College Deans of the award recipients.

# Deans’ Offices Responsibilities

The Deans will send the award announcement letters to recipients and present certificates, or other suitable awards, at the fall college convocation meetings.

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**Part-Time Faculty Excellence in Teaching Award**

Application Form

Name Net ID

Department College

Current TXST teaching appointment FTE%

Number of long semesters of TXST teaching

Brief statement (100 – 150 words) of your qualifications for this award:

***Part-Time Faculty Award for Excellence in Teaching Rubric***

**Applicant’s Name:**

**Applicant has completed all steps in the application process and has provided all required materials:**

Yes No

**Required Materials**

* Application Form (including brief statement of qualifications)
* Narrative Response
* Texas State CV
* Written Student Comments
* Letter of Support from faculty member

## **Teaching Practice Narrative Statements**

## Evaluator Comments

|  |  |
| --- | --- |
| 1) Describe an innovative teaching strategy you have used or created. |  |
| 2) Describe a teaching challenge and how you solved it. |  |

**Possible points 4 2 0**

|  |  |  |  |
| --- | --- | --- | --- |
| **Teaching Development endeavors cited in CV** | Ongoing professional development cited specific to course needs or teaching improvement. | Minimal development cited or is not specific to course or teaching improvement. | No professional development or teaching improvement activities cited. |
| **Supporting Evidence**  Student Comments & Letter of Support | Evidence of excellent teaching consistent with teaching practices described in the narrative | Evidence of good teaching. | Either missing from application or does not describe good teaching. |
| **Teaching Practice #1**  Innovative teaching strategy | Innovative teaching strategy clearly described. | Description of teaching strategy lacking emphasis of innovation. | Teaching strategy not described. |
| **Teaching Practice #2**  Teaching challenge | Clear description of teaching challenge and relevant solution/management. | Incomplete description of teaching challenge or solution is unclear or not relevant. | Teaching challenge or solution not described. |

# TOTAL (16 points possible)

Additional comments / notes: