Chancellor’s Award for Excellence in Adjunct Teaching

Name of Candidate: _______________________________________________________________

Nominator: ______________________________________________________________________

CHECKLIST:

_____ Nomination Letter

_____ Chair’s Letter of Support

_____ Dean’s Letter of Support

_____ Supporting Letters of Reference (Maximum of 10 Letters)

_____ Nominee-authored Statement of Teaching Philosophy

_____ Up-to-date Curriculum Vitae

_____ Student Evaluations (in the form of student questionnaires administered and complied by persons other than the nominee) for several different course over a period of several recent years

_____ Sample Syllabi

_____ Additional Evidence of excellence in teaching (optional)

_____ Substantiation Form (attached below)
NAME was hired as an Adjunct Lecturer for the Department [Department Name] by Binghamton University on [Date].

The courses that he has taught from the [Semester & Year] to the [Semester & Year] are as follows:

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The total number of courses that Name has taught represents more than 50% of the full-time teaching load for this position, but is less than 100%. Adjunct Lecturer Name is still employed by Binghamton University.