



MEMORANDUM

TO: Deans, Associate Deans, and Department/Division Chairs

FROM: Michael McPherson, Provost and Vice President for Academic Affairs

RE: Nominations for 2025 UNT Adjunct Award for Teaching Excellence

DATE: May 1, 2024

The UNT Adjunct Faculty Award for Teaching Excellence recognizes outstanding achievements by an adjunct faculty member that demonstrates the important role that adjunct faculty have at UNT. It is awarded to a part-time faculty member that exemplifies the highest quality teaching and mentorship of students. The award includes an engraved plaque and a monetary award.

To be eligible for this award, an individual must be a part-time faculty member in good standing who has taught at least one course per year for a minimum of 3 consecutive years; has a distinguished record of teaching; demonstrates outstanding dedication to student success; and fosters a culture of inclusivity and diversity through their teaching.

A candidate's nomination should be based upon a record of excellence consisting of excellent teaching evaluations over a 3-year period prior to the nomination. An adjunct who meets the above criteria may be nominated by any UNT faculty or university employee with in-depth knowledge of the accomplishments of the nominee. Self-nominations will not be accepted. Nominators should inform nominees that they are being nominated and may solicit their assistance in preparing the nomination materials. Please refer to the attachment for specific nomination guidelines and requirements. Nominations will be reviewed by the Adjunct Award Selection and Review Committee.

All nominations should be submitted using the [Faculty Success InfoReady Portal](#) by **October 9, 2024.**

Guidelines and Requirements for Nominations of Part-Time Faculty for UNT Adjunct Award for Teaching Excellence

A candidate's nomination should be based upon a record of excellence consisting of outstanding teaching evaluations, a syllabus that demonstrates a commitment to exemplary learning objectives, and examples of their dedication to inclusive teaching practices that demonstrate cultural competency.

The nomination packet should be submitted with the following documents, uploaded separately to the Faculty Success InfoReady portal:

- 1) Dean or Chair letter
- 2) One-page personal statement detailing the faculty member's philosophy of teaching that demonstrates teaching excellence and commitment to fostering inclusive teaching. Must include a description of a **class exercise or activity** used to engage and/or motivate students. Please include the results/lesson learned *by you as the instructor* and how it impacted future lessons/activities.
- 3) Submission of SPOT evaluations for the last 3 years, including any applicable comments from students or other comments demonstrating teaching excellence.
- 4) Sample syllabus that demonstrates teaching excellence and inclusive and culturally responsive teaching including 2-3 measures of student achievement.
- 5) Other documentation in cases where non-conventional support material stands to highlight pedagogy, teaching commitment and practices.
- 6) Current vita, including a list of professional development activities from the last 3 years.

The completed nomination packet should be submitted electronically through the [Faculty Success InfoReady Portal](#) by **5:00 pm on October 9, 2024**. Please submit to the award titled **"UNT Adjunct Award for Teaching Excellence."** If you have any questions, please contact Faculty Success by emailing faculty.success@unt.edu