



## MEMORANDUM

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

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

**RE:** Nominations for UNT Adjunct Award for Teaching Excellence

**DATE:** May 5, 2025

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 for 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; have a distinguished record of teaching; demonstrate outstanding dedication to student success; and fosters a culture of belonging, respect, and engagement through their teaching.

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.

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. Please refer to the attachment for specific nomination guidelines and requirements. Nominations will be reviewed by the Adjunct Award Selection and Review Committee.

Nominators should submit their completed nominations through the [Faculty Success InfoReady Portal](#) by **5:00 pm on October 9, 2025**. Please submit to the award titled “**UNT Adjunct Award for Teaching Excellence**.” If you have any questions, please contact Faculty Success at [faculty.success@unt.edu](mailto:faculty.success@unt.edu).

## 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 teaching practices that foster a culture of belonging, respect, and engagement.

The nomination packet should be submitted with the following documents:

- 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 a culture of belonging, respect, and engagement through their 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 syllabi that demonstrate teaching excellence and a culture of belonging, respect, and engagement 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.

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