



Jacksonville University

Adjunct Faculty Excellence Award

Guidelines for Nominations and Submission

Eligibility: Adjunct faculty who have been employed at Jacksonville University for at least *two terms prior to the year of award are eligible. Individuals receiving the awards will be recognized for their commitment to their students and for exceptional performance in teaching. *For example, an adjunct faculty member applying for the award in 2022-23 academic year would be eligible if they were employed for the 2022 fall and spring terms.

DIGITAL SUBMISSIONS ONLY (Deadline is February 27)

- All submissions must be entered through Interfolio.
- You will receive an email from Interfolio with your application link.
- Contact Courtney Berwick (cberwic@ju.edu) or Dee Thornton (dthornt@ju.edu) with any questions related to using Interfolio.

Cover Letter:

The Cover Letter, written to the Selection Committee, should highlight your most important relevant achievements. This document is for sharing about yourself and your work – tell us why you are a great candidate for this honor.

Philosophy Statement:

This document provides insight into your theory and practice in teaching. Describe your approach, focus, methodology, innovation, and other relevant information about your work.

Resume / CV:

Provide your most recent Resume / CV for review. This provides a robust and to-the-point listing of all your professionally relevant achievements and beyond.

Course Evaluations:

Please limit your evaluation data for only the past two terms prior to the year of application.

Please provide a Course Evaluation Summary – a document that distills key information from all available course evaluations into a single place for quick information and comparison. The Course Evaluation Summary may include your brief thoughts on evaluations, notes/explanations about any included scores/comments/etc., and a few selected student comments.

- If nominated, in addition to the Course Evaluation Summary, you must submit your full and complete course evaluations and student comments for courses taught (going back 2 terms). Please arrange these files in a sub-folder in your digital submission of materials.

Supporting Materials:

These items document your excellence in areas not explicitly requested above, and/or support comments you have made within your above materials. Example materials may include: letters of support, artifacts from innovative practices (such as project handouts, pictures of the process or outcomes, etc.), and/or examples of other important professional work relevant to your teaching. Please limit your support materials to 10 pages or less.

Notes from the Selection Committee:

The organization of materials, as well as the quality of the design/layout/formatting of your documents, reflect your interest in receiving this award. Your professionalism is evidenced through the impact your materials leave. The Selection Committee appreciates well organized packets. The Selection Committee is keen to know about your innovative and creative approaches. Be sure to highlight your use of unique projects, modern technology, responsiveness to current events, collaborative work, and/or other stuff that you do that sets you apart as an example of Excellence.