Ivy Tech Community College of Indiana

POLICY TITLE
Adjunct Faculty Awards Program

POLICY NUMBER
ASOM 7.14

PRIMARY RESPONSIBILITY
Office of Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created September 2009/Effective Fall 2010/Revised Fall 2012

PURPOSE
The purpose of the college wide faculty awards program is to recognize Ivy Tech Community College of Indiana’s adjunct faculty members who best typify excellence in instruction.

ORGANIZATIONAL SCOPE OR AUDIENCE
Adjunct faculty eligibility:
- Nominees must be adjunct/part-time faculty members whose principal tasks involve direct instructional activities with students.
- Nominees must meet credentialing requirements.
- Nominees must be his or her region’s recipient of that year’s Adjunct Faculty Award in order to be eligible for the Gerald I. Lamkin Award.
- Past recipients of the Adjunct Faculty Award for Excellence in Instruction are eligible for renomination.
- Past recipients of the Gerald I. Lamkin Award for Excellence in Instruction are not eligible for renomination.

DEFINITIONS
Credentialing requirement: An objective evaluation and documentation of a person’s current licensure or degree; training or experience; competence or certification, and the ability to meet a nationally accepted standard.

POLICY
The college wide adjunct faculty awards program consists of two types of awards: the Adjunct Faculty Award for Excellence in Instruction and the Gerald I. Lamkin Award for Excellence in Instruction. The fourteen recipients of the Adjunct Faculty Award form the pool of candidates from which the recipient of the Gerald I. Lamkin Award is selected.

The Adjunct Faculty Award for Excellence in Instruction is presented annually to an adjunct faculty member from each of the fourteen regions of the College and is an effort
to recognize adjunct faculty who typify excellence in instruction and in representing the mission of Ivy Tech. This award consists of a commemorative plaque, a professional development grant in the amount of $250.00.

The Gerald I. Lamkin Award for Excellence in Instruction is presented annually to an adjunct faculty member of the College who best typifies excellence in instruction. The intent of this award is to recognize one adjunct faculty member annually who epitomizes the mission of Ivy Tech. This award consists of a commemorative medallion, a minimum after-tax award of $250.00, and a $500.00 professional development grant.

PROCEDURE
The process of selecting the recipient of the Adjunct Faculty Award is determined by each region. Each of the nominations submitted by the fourteen regions is reviewed by the Gerald I. Lamkin Screening Committee appointed by the President. This committee has the responsibility of rating each nominee for the award. The results of the Screening Committee are reported to the President for review and endorsement.

Selection Criteria
The basic criterion for selecting recipients for both awards is demonstrated excellence in instruction. Excellence in teaching performance is demonstrated by the following required qualities:
1. Competence in subject matter;
2. Mastery and application of the methods and techniques of excellence in instruction;
3. Innovation, resourcefulness, imagination, ingenuity, motivation, enthusiasm, and creativeness;
4. Use of continuous evaluation;
5. Ability to develop and to retain good personal relationships;
6. Desire to grow and improve as an instructor;

An excellent teacher’s impact on students may be identified by the following optional criteria:
1. High levels of knowledge, skills, and attitudes acquired by students as a result of the teaching effort;
2. Reputation for excellence in instruction;
3. Incorporation of opportunities for student participation in community service;
4. Active cooperation with peer instructors and administrators.

Electronic Nomination Portfolio
Regions should follow these guidelines in preparing their nomination for submission:
- Each nomination should be properly documented per the selection criteria.
- Materials should be presented in a professional and orderly manner suitable for reproduction.
- One copy of the nomination portfolio is to be submitted electronically in the format shown in Appendix B.
- Do not exceed the maximum of 25 pages as referenced in Appendix B.
Each Chancellor forwards the regional Adjunct Faculty Excellence in Instruction Award recipient’s information for the Gerald I. Lamkin Award, in keeping with the schedule of events shown in Appendix A.

**Presentation of Awards**
The President reports the decision of the Selection Committee to the appropriate Chancellor with copies to the Vice Chancellor for Academic Affairs. The recipient is sent a letter of congratulations from the President of the College along with information related to the awards ceremony.

The fourteen Gerald I. Lamkin Award nominees are the College’s guests at the Annual Adjunct Faculty Conference, where the award recipient is revealed. This occasion provides the opportunity to involve the award recipient in an activity honoring the adjunct faculty member’s accomplishments at the College. The person receiving the Gerald I. Lamkin Award will be invited to provide acceptance remarks.

**REFERENCES**
Appendix A and B
Gerald I Lamkin Award Privacy Act Notice

**RESOURCE PERSON**
Vice Chancellor for Academic Affairs

**APPENDIX A**

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# SCHEDULE OF EVENTS

## GERALD I. LAMKIN AWARD AND ADJUNCT FACULTY AWARDS

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
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<tbody>
<tr>
<td>October</td>
<td>Memo from the Vice Provost for Academic Affairs to the Vice Chancellors for Academic Affairs inviting nominations and providing guidelines to be followed; Nominations are solicited for revolving representatives on the Selection Committee.</td>
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<tr>
<td>November</td>
<td>Announcement of Screening Committee appointed by the President</td>
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<tr>
<td>December</td>
<td>Deadline for receiving nominations from regions</td>
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<tr>
<td>December</td>
<td>Fourteen electronic nomination portfolios distributed electronically to Screening Committee members for review and recommendations;</td>
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<td>January</td>
<td>Screening Committee members submit recommendations</td>
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<td>January</td>
<td>Summary report of the results of the deliberations of the Screening Committee are submitted to the President; Ivy Tech activates final procedures to acquire award materials, preparation of news releases, and planning for presentation of the awards</td>
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<tr>
<td>January</td>
<td>Letters to the Excellence in Instruction Award recipients from the President of the College announcing the awards and arrangements for the Gerald I. Lamkin Award ceremony</td>
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<td>February</td>
<td>Gerald I. Lamkin Award Luncheon at Adjunct Faculty Conference</td>
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<tr>
<td>April</td>
<td>Gerald I. Lamkin Award winner is announced at State Board Meeting</td>
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## APPENDIX B
NOMINATION FORMAT
GERALD I. LAMKIN AWARD FOR EXCELLENCE IN INSTRUCTION

BIOGRAPHICAL DATA (no more than two pages)

Please provide the following information:

1. Name and home address
2. Current title
3. Campus and program
4. Dates of Employment at Ivy Tech
5. Educational history
6. Certificates and professional licensure (if applicable)
7. Photograph headshot of professional quality in jpg or other electronic format with at least 300 dpi resolution

DOCUMENTATION OF EXCELLENCE IN INSTRUCTION/PORTFOLIO (no more than 20 pages)

Please provide the following information:

A. One-page narrative of your teaching philosophy.

B. Documentation of excellence in teaching performance and innovation (i.e. sample of teaching materials, lesson plans, etc.)

C. Documentation of positive impact on students (i.e. student evaluation, classroom observation feedback, employment evaluation, student letters of support, etc.)

OTHER DOCUMENTATION

A. Letters of support
   Include no more than three, one-page letters of support from peers, program/department chair, and school dean.

B. Abstract
   Include a one-page, double-spaced summary of information about the Adjunct Faculty Excellence in Instruction Award recipient. This information is to be used in the development of materials used for the award presentations and for public release to the press.

C. Release forms
   Include Gerald I. Lamkin Award Privacy Act Notice (see Forms).