

Title: CHSS PART-TIME FACULTY DISTINGUISHED TEACHING AWARD

Purpose: Part-time faculty members are valuable members of the College of Humanities and Social Sciences (CHSS) community. In an effort to recognize their important contributions to the education of students, CHSS has established the Part-Time Faculty Distinguished Teaching Award. This award honors two CHSS part-time faculty members annually who have demonstrated excellence in teaching as evidenced by the criteria described below.

Eligibility: Each CHSS Department Awards Committee may nominate two candidates from their department for this award. Faculty members are eligible for the award if they:

- Have taught part-time (29 hours or less) in CHSS for a minimum of two complete years (Two complete years is defined as having taught and completed a minimum of four semesters in CHSS in any combination of Fall, Spring, and Summer semesters; one of which must have been within the last academic year);
- Have not received the CHSS Part-time Faculty Distinguished Teaching Award in the last five years.

Recognition: A plaque and \$500 to apply toward teaching related activities, including professional development.

Number and Frequency of Awards: Two awards may be presented annually. However, if there is a lack of outstanding candidates, an award may not be granted.

Award Criteria: The candidates must show consistent excellence in teaching as demonstrated by teaching performance and related activities that substantially exceed the minimums expected for part-time faculty. Factors to be considered will also include: development and implementation of innovative pedagogy that exhibits creativity and honors individuality and diversity; and/or inclusion of teaching activities that address current practice, trends, and issues in one's discipline and higher education.

Application Procedures:

- A cover page that includes the nominee's name, department(s), and the award for which the materials are forwarded;
- A 3-5 page summary statement by the nominee (1 inch margins; 12-point Times New Roman font) highlighting her/his strengths and accomplishments at KSU in relation to the award criteria;
- A current curriculum vita;
- All materials must be compiled in a single pdf document. The title of the document should be in the following format: "CHSS PT Faculty Award_LastNameFirstInitial_Department." The document should be sent to the head of the candidate's Department Awards Committee.
- Given that nominations may be reviewed electronically, candidates should ensure that their nomination document does not contain non-public proprietary or confidential information (e.g., home address; social security number), as specified by KSU's Data Security Policy (https://policy.kennesaw.edu/sites/web.kennesaw.edu.policy/files/datasecuritypolicy_11212016.pdf)

Application Deadlines: Candidates' nominations are due to their Department Awards Committee by February 1st at 5:00pm.

Evaluation Procedure: The CHSS Faculty Awards Committee will evaluate applications and select the two recipients of the CHSS Part-time Faculty Distinguished Teaching Award. The committee will rank order the honorees; the highest ranked college-level honoree will be recognized as the KSU Outstanding Part-time Teaching Award recipient.