# 2014 NOMINATION AND SELECTION INFORMATION

The Excellence in Teaching by Adjunct Faculty Award was established in 2010 to honor a Grand Rapids Community College adjunct faculty member for his or her contributions to the institutional goal of constantly improving the learning environments and success for our students. The recipient receives an award of $750.

## NOMINATION PROCEDURE

- The nominee must have not previously won this award
- The nominee must be an employee in good standing
- The nominee must have taught at least one course in one semester in each of three consecutive academic years (or the following Summer session) as adjunct faculty
- The Department Head or Program Director of candidate’s department, or the Associate Dean for the area if the Department Head/Program Director is the nominator, will indicate their support in a letter
- Do not tell the nominee they are being nominated. This is to be kept confidential from the nominee
- The nomination must be based on the GRCC Values (see below)
- Any faculty member, Department Head or Program Director in the nominee’s department, the Associate Dean for the nominee’s department, or any student who has formerly taken a class with the nominee can nominate an adjunct faculty
- The nominator must submit a Nominator Narrative that clearly demonstrates knowledge of the excellent contribution the candidate makes in the classroom
- The Department Head or Program Director must submit a narrative summarizing the excellence of the candidate and indicating departmental support for the nomination. If the Department Head or Program Director is the nominator, the Associate Dean for the area must submit the narrative
- A narrative of support must be submitted by at least two of the following. Nominator will be responsible for seeking the additional letter of support.
  - Full-time GRCC faculty member working in the same department as the nominee
  - Adjunct faculty member working in the same department as the nominee
  - GRCC support personnel (Counselor, Librarian, Tutor, ESP, etc.) that has knowledge of the excellence of the nominee
  - Student who has previously taken at least one GRCC class from the nominee within the last three years
- The Department Head/Program Director, or the Associate Dean for the area if the Department Head/Program Director is the nominator, will endorse the nomination by signing the form and forwarding it on to Employee Professional Development & Enrichment.
- **Adjunct Faculty nominations are due in the Center for Teaching Excellence (308 Main Building) by NOON on Friday, May 30, 2014**
GRCC VALUES

A selection committee will meet and select the recipient from the nominations based on GRCC Values as applied to teaching:

**Excellence**—*We commit to the highest standards in our learning and working environment as we strive for distinction in all aspects of our work.*

**Diversity**—*We create an inclusive learning and working environment that recognizes the values and dignity of each person.*

**Responsiveness**—*We anticipate and address the needs of students, colleagues, and community.*

**Innovation**—*We seek creative solutions to problems through experimentation and adaptation.*

**Accountability**—*We set benchmarks and outcomes to frame our decision-making, measure our performance, and evaluate our results.*

**Sustainability**—*We use resources in responsible ways to achieve balance among our social, economic, and environmental practices and policies.*

**Respect**—*We treat others with courtesy, consideration and civility.*

**Integrity**—*We commit to GRCC values and take personal responsibility for our words & actions.*

NOMINATION REMINDERS

- Any faculty member, Department Head or Program Director in the nominee’s department, the Associate Dean for the nominee’s department, or any student who has formerly taken a class with the nominee can nominate an adjunct faculty who has taught at least one course in one semester in each of three consecutive academic years (or the following Summer session) as adjunct faculty.

- The nominator will complete the nomination process by:
  - Completing the entire nomination form
  - Writing a Narrative that clearly demonstrates knowledge of the excellent contribution the candidate makes in the classroom exemplifying each GRCC Value as a teacher (criteria).
  - **NOTE:** This document must be written in the format provided addressing each GRCC value individually.

- A narrative of support must be submitted by **at least two** of the following. Nominator will be responsible for seeking the additional letter of support.
  - Full-time GRCC faculty member working in the same department as the nominee
  - Adjunct faculty member working in the same department as the nominee
  - GRCC support personnel (Counselor, Librarian, Tutor, ESP, etc.) that has knowledge of the excellence of the nominee
  - Student who has previously taken at least one GRCC class from the nominee within the last three years
  - **NOTE:** These documents must be written in the format provided addressing each GRCC value individually.

- Narratives should list specific examples under each criteria heading
- Nominations will be invalid if all supporting documents do not accompany the nomination
- Keep nomination confidential.
# EXCELLENCE IN TEACHING
## ADJUNCT FACULTY AWARD
### 2014 Nomination Form

### NOMINEE
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone</th>
<th>Title</th>
<th>Department</th>
</tr>
</thead>
</table>

### NOMINATOR
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone (Campus)</th>
<th>Phone (Home)*</th>
<th>Title</th>
<th>Department</th>
</tr>
</thead>
</table>

*Home phone is optional

### DEPARTMENT HEAD/PROGRAM DIRECTOR
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone (Campus)</th>
<th>Title</th>
<th>Signature of Support</th>
</tr>
</thead>
</table>
## NOMINATION NARRATIVE

Describe how the nominee exemplifies each of the GRCC Values as a teacher (criteria) – two page limit

### Name of Nominee

<table>
<thead>
<tr>
<th><strong>Excellence</strong> – <em>committed to the highest standards in our learning and working environment and strives for distinction in all aspects of their work.</em></th>
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</tr>
</tbody>
</table>

Signed: ________________________________  ________________________________  
(Print Name)  (Signature)
SUPPORTIVE NARRATIVE (1)

Describe how the nominee exemplifies each of the GRCC Values as a teacher (criteria) – two page limit

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Signed: ____________________________  ____________________________
                        (Print Name)                        (Signature)
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Signed: ___________________________ ___________________________

(Print Name) (Signature)