# Santa Fe College Part-Time Faculty Excellence Awards

## Purpose

Academic and professional excellence are core values at Santa Fe College, and these awards honor part-time faculty who meet this high standard. This award will recognize up to three part-time faculty per year who demonstrate excellence at Santa Fe College, in their profession, and in the community.

## Eligibility Criteria

The award is open to part-time faculty who have taught at Santa Fe College for no less than four semesters, have taught one or more courses in the academic year in which the award is given, and have not received the award in the past five years.

## Number of Awards

Up to three awards will be presented each academic year.

## Nominations and Application Process

Part-time faculty will be nominated by the department chair, program director, coordinator, or a full-time faculty member. No more than one part-time faculty can be nominated by each department chair, coordinator, program director, coordinator, or full-time faculty member. The nominator shall submit the nomination via email to the part-time faculty excellence award committee chair (Senate Presiding Officer); when received, the chair will contact the nominee with the submission guidelines. The nominee will submit a nomination portfolio to the award committee chair in the fall of each academic year.

## Submission Documents

Nominees will submit a portfolio of required and optional documents.

### Required documents:

* Philosophy of teaching statement
* Sample assignment or one of the optional documents if the assignment is standardized by the department or program
* List of contributions to the college, the profession, and the community

### Optional documents, such as:

* Letter of support from a department chair, program director, coordinator, or full-time faculty member or student evaluations

## Committee Structure

The process for determining the award recipients will be conducted by a committee chaired by the College Senate Executive Council Presiding Officer and one full-time faculty member from each of the following areas:

* Liberal Arts and Sciences (LAS)
* Health Sciences
* CTE (excluding Health Sciences)
* Business, Library Science, Student Development and Leadership, Adult Education, Zoo Technology

## Selection Process

After the fall deadline, the Award Committee will review the candidate’s portfolio and may select recipients to be interviewed. Interviews will take place before the end of the fall semester.

The part-time faculty chosen to receive the award can come from any discipline or program.

Deliberations of the committee will remain confidential.

### Selection Criteria:

The committee will use the following criteria in making its selections:

* The candidate should show dedication to serving the college, the profession, and/or the community.
* The teaching philosophy should align with Santa Fe College’s student-centered ideals but with nuance and fresh insight, no more than two pages.
* The sample assignment should be transparent; cultivate critical thinking and, perhaps, creative thinking and self-examination; and demonstrate a desire to push students beyond their perceived capabilities.

## Award

* Plaque of recognition to be funded by Human Resources
* Cash award of $200 each to be funded by Human Resources
* Letter of recognition from the College Senate President
* Recognition at Professional Development Day