

PART-TIME EXCELLENCE IN TEACHING AWARDS IN 2018-19 NOMINATIONS DUE MONDAY, OCTOBER 1, 2018

SAIC is pleased to accept nominations for the following excellence in teaching awards for part-time faculty:

Of four awards, one of the **Karen and Jim Frank Excellence in Teaching Awards** (\$5,000) will go to the part-time faculty member of the year selected by the students and announced at commencement 2018. The other three will be awarded per the nomination process laid out below.

Three **Marion Kryczka Excellence in Teaching Awards** (\$5,000) will go to part-time faculty members (one of which will be from the Painting & Drawing Department) per the nomination process laid out below.

Two **Nick and Keven Wilder Travel Fund Awards for Painting & Drawing Part-Time Faculty** (\$2,500) will go to part-time faculty members from the Painting & Drawing Department per the nomination process laid out below.

One **Nina Frenkel Award for Faculty Excellence** (\$5,000) will go to a part-time faculty member from any department per the nomination process laid out below.

Candidates for the Part-Time Excellence in Teaching awards may be nominated by their Department Chair(s) and/or full-time colleagues who have served in an administrative role (i.e. former Department Chairs, Grad Coordinators, Divisional Deans, etc.) Materials will be reviewed by the Dean's Selection Committee with recommendations made by the committee members to the Provost and the President of the School. The grantee(s) will be selected based on the content of their syllabi and results of their course evaluations.

ELIGIBILITY

- Part-time faculty currently teaching in a degree program who have taught at SAIC consecutively for 3 years
- Have not received a part-time excellence in teaching award within the past 3 years (For example, if you receive an award in academic year 2018-19, you will not be eligible to be nominated again until academic year 2021-22).

APPLICATIONS ARE DUE ON OR BEFORE MONDAY, OCTOBER 1, 2018.

To apply, complete the [Part-Time Excellence in Teaching Application Form](#).

You must be logged in to your SAIC email account to complete the form and apply. If you have any technical difficulty, including problems accessing the form, please contact the CRIT Department. The form can also be accessed by pasting the link below into your browser:

<https://goo.gl/forms/Z2oBCe8KvzzLAI3g1>

Please convert all word documents into PDFs before uploading. Required files to upload include:

Nomination letter from a department chair or other full-time faculty member; up to 3 sample syllabi; and history of courses taught within the past 3 years (fall 2015 through summer 2018). The Faculty Affairs Office will download nominees' course evaluations to distribute to the Dean's Selection Committee.

Members of the Dean's Selection Committee will review all nominations. Recommendations will then be made to the Provost and the President of the School. Notifications of awards will be emailed between mid-October and early November.

Award Details

All Excellence in Teaching awards are distributed as One-Time-Payments, dispersed through regular payroll. Recipients will be sent a One-Time-Payment request form to sign and return. The grant amount is then added to regular payroll in four to six weeks. Since the award is subject to regular payroll taxes, recipients are encouraged to keep records and receipts of associated expenses to submit with their individual year-end tax return.

Questions about Part-Time Excellence in Teaching Awards and the application process can be directed to Molly Scranton, Associate Director of Faculty Affairs at mscranton@saic.edu. Notifications of awards will be emailed to the recipients, their department chairs, and their administrative directors in late October/early November.