

The University of Hartford

Sustained Excellence in Teaching Award for Part-Time Faculty

The Office of the Provost is pleased to announce the Sustained Excellence in Teaching Award for Part-Time Faculty. Part-time faculty are an integral part of the University of Hartford's teaching and learning environment, and this award gives the University an opportunity to honor and celebrate their achievements. Up to five faculty will be selected for the award, and the awardees will be announced at the University Kickoff in January. In addition to public recognition, the awardees will receive a monetary award of \$500.

THE DEADLINE TO APPLY HAS BEEN EXTENDED TO NOVEMBER 22, 2023.

Please read below instructions carefully, as certain details have changed

Eligibility: To be eligible to apply, the part-time faculty member must have taught at least 30 credits at the University of Hartford.

How to Submit your Application: We are using a new software platform called *smartsheet* to manage the application process. [Please click here to submit your application](#) by November 22, 2023 at 4:00PM. No late applications will be permitted.

Documentation: To support your application, you will have to submit/upload the following documents to *smartsheet*. You can upload them as separate documents or together in one packet:

1. A curriculum vitae;
2. A list of the last 30 credits taught at the University of Hartford, including course title, course number, and semester/year the course was taught;
3. A statement of your philosophy of teaching and learning (no more than 2 pages);
4. A sample syllabus from a course taught at the University of Hartford; and
5. At least two forms of evidence demonstrating teaching effectiveness **and** enactment of your stated philosophy. Examples include, but are not limited to, student evaluations, peer observations (limit 1), and letters from former students (limit 1).

Supervisor Support: The last component to your application is a letter of support from your direct supervisor (e.g., Department Chair, Division Director, or Associate Dean). When you submit your application, you will be asked to enter the name and email address of your supervisor. Your supervisor will then receive an email from *smartsheet* asking them to upload a letter of support for your application. This letter should directly reference evaluations of your teaching (e.g., summaries of teaching evaluations, teaching observations).

Please let your supervisor know that they will be receiving an email from *smartsheet* and that they must submit/upload support letter by the application deadline. When we receive your supervisor's letter, your application will be complete.

Selection Process: Applications will be evaluated by a review committee consisting of part-time faculty, full-time faculty and the Office of the Provost. You will be notified some time in December about their decision.

In the meantime, if you have any questions about the award or application process, please contact the Associate Provost for Faculty Affairs, Jessica Nicklin, at 860-768-5365 (nicklin@hartford.edu).

We thank you for your contributions to the University and students! **Please submit your [application](#) by November 22, 2023 at 4:00PM.** Remember that late applications will not be considered.