**3356-7-52 Part-time faculty teaching excellence award.**

Previous Policy Number: New

Responsible Division/Office: Academic Affairs

Responsible Officer: Provost and Vice President for Academic Affairs

Revision History: March 2017

Board Committee: University Affairs

**Effective Date:** **March 16, 2017**

Next Review: 2022

(A) Policy statement. Youngstown state university (university) recognizes the valuable contributions made by part-time faculty to advance the teaching mission of the university.

(B) Purpose. To honor the work and commitment of dedicated and outstanding part-time faculty.

(C) Scope. Eligibility for the part-time faculty excellence award is limited to part-time faculty who have been teaching continuously over the previous five years with a minimum load of one three-hour course per year. For purposes of this policy, the most recent five continuous years of teaching will be used to determine eligibility.

Full-time university personnel who are eligible for other university service awards and teach as part-time faculty are not eligible for the part-time faculty excellence award.

(D) Parameters.

(1) Up to eight awards may be granted annually to part-time faculty whose teaching performance at the university has been identified as outstanding.

(2) Part-time faculty teaching excellence award recipients shall receive two thousand dollars.

(E) Procedures.

(1) To be eligible, an individual must be nominated during a nomination process.

(2) Staff members, faculty, or alumni may make nominations.

(3) Each undergraduate college dean will appoint a part-time faculty representative to serve as a committee to review nominations and recommend award recipients. The provost or his/her designee will serve as the chair of the review committee.

(4) The names of the award recipients recommended by the committee will be forwarded to the office human resources.

(5) Announcement and presentation of the awards occurs at the annual faculty awards dinner.

(6) Annually a list of all recipients of the part-time teaching excellence award will be presented to the academic and student affairs committee of the board of trustees.