

## Excellent Part-Time Educator Award

Purpose: The Academic Senate of Shasta College instituted this award in order to recognize one part-time faculty member for excellence in serving the Shasta College community and to improve the quality of education for students of Shasta College.

Guidelines: Eligible candidates for this award will meet the following characteristics of excellence:

1. The candidate shall be committed to serving students, either within the classroom as an instructor or outside the classroom as a librarian, counselor, lab technician, or student services faculty member.
2. The candidate shall be committed to the support of the Shasta College community.
3. The candidate shall be committed to promoting learning within the Shasta College community through participation in professional and/or student activities.
4. The candidate shall be committed to excellence in education by caring deeply about student learning, maintaining collegial relationships with faculty and staff, and by keeping current in his/her discipline.
5. The candidate shall be committed to representing well Shasta College in his/her profession as well as within the larger community.

Nomination Procedure: Faculty wishing to nominate a part-time faculty member must do the following:

1. A full-time or part-time faculty member shall submit a letter of recommendation that provides evidence of the nominee's demonstration of excellence as outlined in the award guidelines. Letters must be received by the sixth week of the spring semester.
2. In the first Academic Senate Executive Committee meeting following the sixth week of the spring semester, voting members of the Executive Committee will be provided with nomination materials for review and consideration.
3. By May 1 the Executive Committee shall meet to choose the award recipient. In a secret ballot, the voting members of the Executive Committee present at the meeting shall rank his/her top two candidates by assigning two points to the top candidate and one point to the second choice. The nominee with the most assigned points shall be the Academic Senate's

choice for the award. If two or more candidates are tied with the most points, then the award shall be given to each candidate.

4. The Vice President of the Academic Senate of Shasta College will be responsible for administering this program. If the Vice President is unable to perform his/her duties, the President of the Academic Senate shall nominate a replacement who will be approved by the Executive Committee.

Eligibility: The following restrictions will apply:

1. No faculty member shall nominate his or herself nor a member of his/her immediate family.
2. A nominee must be employed by Shasta College as a part-time faculty member in the academic year for which they are being nominated.
3. No full-time faculty member is eligible for nomination.

Announcement: Once a candidate is selected, the President of the Academic Senate will inform the award winner(s) of his/her selection in-person or, if unable to make personal contact via telephone.