

EL CAMINO COLLEGE COMPTON CENTER 2012 OUTSTANDING ADJUNCT FACULTY AWARD

Background

The El Camino College Compton Center Outstanding Adjunct Faculty Award honors one adjunct faculty member each year. These excellent faculty members have demonstrated the highest level of commitment to their students and teaching. In addition, they show a commitment to the El Camino College Compton Center mission and to campus, professional and/or student activities. The candidates are evaluated on the following:

1. Serving students.
2. Commitment to education and discipline.
3. Commitment to the El Camino College Compton Center mission.
4. Involvement in campus, professional, and/or student activities.

Eligibility, Nominations, and Awards

1. Any current, certificated adjunct faculty member (teaching and non-teaching) who has worked at the El Camino College Compton Center for a minimum of 4 semesters is eligible for nomination (excluding winter and summer sessions).
2. Any employee or student may nominate any adjunct faculty member for the award. Nominators' letters are submitted to the Human Resources Office, which will ensure that the nominated faculty members are notified of their nominations. The nominated candidates will submit the remaining required application materials if they choose to be considered.
3. The adjunct faculty member selected for the award receives a plaque. The recipient will be recognized at the Annual Faculty and Staff Appreciation event.

NOMINATION AND APPLICATION PROCESS

Letters of Nomination

The nomination letter should explain the candidate's qualifications for consideration as a recipient of the El Camino College Compton Center Outstanding Adjunct Faculty Award. The letter should be no more than 2 pages long, written using 12 point Times New Roman font with double spacing and one-inch margins. Please discuss the ways in which the candidate meets the four criteria outlined in the attached rubric.

The letter of nomination must be received by the Human Resources Office no later than **4:30 p.m. on Friday, April 20, 2012**. The letter of nomination must be submitted in a sealed envelope and may NOT be faxed or submitted on-line.

Candidate Application Materials

After being notified of their nominations, nominees are invited to submit the remaining required application materials, including:

1. Application cover sheet
2. Curriculum Vitae
3. Educational Philosophy Statement
4. Supporting documentation.

Only applications following the instructions will be considered.

Selection Committee

The Selection Committee will be chaired by the Vice President-El Camino College Compton Center and include the President of the Faculty Council, President of the Associated Students Body (or designee), and an academic dean. The committee's recommendation(s) will be forwarded to the CEO (Compton Community College District).

Questions may be directed to: Office of Human Resources.

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CANDIDATE APPLICATION COVERSHEET AND INSTRUCTIONS

Candidates for the El Camino College Compton Center Outstanding Adjunct Faculty Award are nominated by any employee or student. Candidates are then invited to complete their application for this award as follows:

APPLICATION INSTRUCTIONS

The materials in the following checklist must be submitted in a sealed envelope to the Human Resources Office by 4:30 p.m. on Friday May 4, 2012:

Checklist of Application Materials

- This completed application cover sheet.
- Curriculum Vitae, using the format outlined on the attached page (2 pages, single-spaced maximum).
- Statement describing your educational philosophy and how you apply your philosophy to achieve student success at El Camino College Compton Center (1 page, single-spaced).
- Supporting documentation, which may include letters of support by students, colleagues and administrators; teaching evaluations; publications, etc. (3 pages maximum).

Application materials should reflect a commitment to the five categories in the “Rubric for Selection of the El Camino College Compton Center Outstanding Adjunct Faculty Award Recipient.”

Materials should be submitted in a sealed envelope to the Office of Human Resources and may NOT be faxed or submitted on-line. Any application that does not follow the format will not be considered.

Name: _____

Division: _____

Department: _____

Number of Semesters Taught and Dates: _____

Campus extension: _____ Off-campus phone number: _____

Email: _____

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CANDIDATE'S CURRICULUM VITAE

Candidates must use the following format to submit the information in their Curriculum Vitae. The Curriculum Vitae may be no longer than 2 pages. Please use 12 point Times New Roman font.

Professional Experience

1. Educational Background

2. Positions Held

3. Campus Activities

4. Professional Affiliations

Awards and Honors

Publications and Presentations

Community Activities