

## Chancellor's Award for Excellence in Adjunct Teaching

**Name of Candidate:** \_\_\_\_\_

**Nominator:** \_\_\_\_\_

### **CHECKLIST:**

\_\_\_\_\_ Nomination Letter

\_\_\_\_\_ Chair's Letter of Support

\_\_\_\_\_ Dean's Letter of Support

\_\_\_\_\_ Supporting Letters of Reference (Maximum of 10 Letters)

\_\_\_\_\_ Nominee-authored Statement of Teaching Philosophy

\_\_\_\_\_ Up-to-date Curriculum Vitae

\_\_\_\_\_ Student Evaluations (in the form of student questionnaires administered and compiled by persons other than the nominee) for several different courses over a period of several recent years

\_\_\_\_\_ Sample Syllabi

\_\_\_\_\_ Additional Evidence of excellence in teaching (optional)

\_\_\_\_\_ Substantiation Form (attached below)

# NAME

## Substantiation

NAME was hired as an Adjunct Lecturer for the Department [Department Name] by Binghamton University on [Date].

The courses that he has taught from the [Semester & Year] to the [Semester & Year] are as follows:

[Semester, Year]  
[Course Taught]  
[Course Taught]  
[Course Taught]

[Semester, Year]  
[Course Taught]  
[Course Taught]  
[Course Taught]

[Semester, Year]  
[Course Taught]  
[Course Taught]  
[Course Taught]

[Semester, Year]  
[Course Taught]  
[Course Taught]  
[Course Taught]

[Semester, Year]  
[Course Taught]  
[Course Taught]  
[Course Taught]

[Semester, Year]  
[Course Taught]  
[Course Taught]  
[Course Taught]

[Semester, Year]  
[Course Taught]  
[Course Taught]  
[Course Taught]

[Semester, Year]  
[Course Taught]  
[Course Taught]  
[Course Taught]

[Semester, Year]  
[Course Taught]  
[Course Taught]  
[Course Taught]

[Semester, Year]  
[Course Taught]  
[Course Taught]  
[Course Taught]

The total number of courses that Name has taught represents more than 50% of the full-time teaching load for this position, but is less than 100%. Adjunct Lecturer Name is still employed by Binghamton University.