Distinguished Adjunct Process and Guidelines

ELIGIBILITY

A Davenport University Distinguished Adjunct is one who has demonstrated excellence in teaching, who has been recognized for the quality of their work by certifying or accrediting bodies, and whose service and scholarship have made significant contributions to their profession and/or discipline.

Davenport Distinguished Adjuncts are members in good standing of our University community, and are committed to uphold our mission and vision. Applicants should have DU Student Evaluation of Teaching scores regularly at or above overall mean scores of courses taught and must have the recommendation of their Department (see Application Process for details).

All adjunct faculty who have taught at Davenport as an adjunct faculty member for three consecutive years or more are eligible to apply for designation of Distinguished Adjunct.

University Distinguished Adjunct Committee

A Committee composed of at least four department chairs, two academic administrators, and one human resources administrator will evaluate Distinguished Adjunct designation requests. Co-chaired by the Director of the CTE and the Director of Tutoring Services. The Committee will be appointed by the Provost.

Approved Designation

Designations are not automatic and shall occur when ratified by a simple majority of the existing Committee. In their review, the Committee, at its discretion, may request additional information from the appropriate Associate Department Chair, Department Chair, Dean or University staff, as appropriate, as well as additional written documents, including performance related documents contained in official personnel files, and/or Student Evaluations of Teaching, from within the last three years. The committee may also request personal interviews with any applicant.
APPLICATION PROCESS

Applicants for the designation of Distinguished Adjunct must send all documentation attached to one email to distinguishedadjunct@davenport.edu. Please send the email from your DU email address to avoid spam filters.

Required Application Documents:

1. a completed Distinguished Adjunct Application Form
2. a cover letter that includes a 2-3 paragraph statement of teaching philosophy
3. a resume or curriculum vitae that includes
   a. information about courses taught and/or currently teaching
   b. an APA-cited list of publications and presentations, if applicable
   c. a list of all academic degrees earned (transcripts are not necessary)
   d. any other education-related experience or documentation thereof believed to be relevant
4. copies of any applicable certifications or awards
5. a Recommendation form (signed by your ADC, Department Chair, and College Dean)
   a. IMPORTANT: You must ask your Associate Department Chair to create and submit a Recommendation form on your behalf.
   b. You will need to share a copy of your application documents with your ADC when you request the Recommendation, so that your accomplishments can be shared with all parties required to sign the Recommendation form.

Please note: It is the applicant’s responsibility to provide clear evidence and documentation that designation criteria have been met. Incomplete applications, including those without a Recommendation form, will not be reviewed. Applications received after the designated due date will not be reviewed.

Notification

The Provost’s Office will inform all applicants of designation status. All decisions of the Provost are final.

Re-application for Designation

The Distinguished Adjunct Designation is a permanent designation and, once achieved, does not need reapplication as long as the designee stays in good standing with the University.

Adjuncts who are not selected may re-apply for designation once every three years, or sooner if they earn an additional degree.
CRITERIA FOR DESIGNATION

Designations are awarded based on a holistic evaluation of notable demonstrated excellence and advancements in the areas identified below. Following each criterion is a list of possible examples demonstrating achievement. Other efforts demonstrating achievement in these areas are also encouraged. Please be sure to include this information in your application.

Teaching

Teaching awards from educational institutions

Outstanding cumulative student evaluations

Service

--Service to the University

Development or implementation of service learning, internship or other experiential learning opportunities, mentoring of students, sponsorship of student organizations

Participation in curriculum review and development, textbook review and selection, assisting in University events, assisting in development of new programs or courses, other activities that serve the University

Development or participation in innovative relations between the University and the professional or business community; participation in other efforts to advance the University’s mission

--Service to the community

Work with local chambers or community organizations, active participation in volunteering, work with area public or private schools

--Service to the profession and/or discipline

Active participation in professional or discipline organizations

Professional Enrichment/Continued Learning

Publications and presentations (may include producing research or scholarship that advances the profession; publishing in peer-reviewed journals; presenting at professional conferences, presenting at TLI conference, presenting workshops; attendance at DU workshops and/or sessions provided by OPE.)

Earned advanced degrees and/or recognition from professional/educational bodies (may include Ph.D or other terminal degree, awards, specialized certifications, licenses)
BENEFITS AND RESPONSIBILITIES

Adjunct faculty with the designation of Distinguished Adjunct Faculty may receive the following benefits and participate in the following responsibilities:

- May receive earlier selection of course assignments, and priority selection of external teaching assignments, than other adjunct instructors (FT faculty assignments must be completed first)
- May assist in the creation of new curriculum, new courses and/or new programs as requested by Associate Department Chair
- May be invited to attend the Teaching and Learning Institute conference held for all full-time faculty
- May provide input into curriculum maintenance such as textbook selection committees, CRIR maintenance and project guidelines
- May be eligible to advise student clubs, lead study abroad, or other additional student based activities