

Fort Hays State University Adjunct Recognition Program  
Revised 10/5/2022

**Purpose:**

The Fort Hays State University (FHSU) Adjunct Recognition Program was developed to recognize outstanding adjuncts, who support FHSU and the University's students by providing an excellent learning environment. Each year, the Teaching Innovation and Learning Technologies (TILT) Faculty Development staff will supervise the awards using the following guidelines:

- Five awards of \$500 each year, one for each academic college
- All five adjuncts are recognized at Convocation

**Total yearly cost of the awards is \$2,500**

**Criteria for recipients:**

1. An adjunct is eligible for an award each semester they teach at FHSU.
2. Adjunct must have previously taught at least 12 credit hours at FHSU (does not need to be consecutive).
3. Adjunct must presently teach at least one full course (5 students for graduate class, 10 for undergraduate class).
4. Adjunct must receive a score of 4.0 or higher (5-point scale) on three of these four student evaluation questions (Alternatively, the adjunct must rank in the top 10 adjuncts for their college, with regards to an overall mean on these four student evaluation questions):

- ***On Campus Courses***

Q1: During the course, the course instructor was approachable when students sought guidance.

Q2: The course instructor provided opportunity for classroom discussion.

Q3: The course instructor expressed an interest in student understanding when explaining course concepts.

Q4: The course instructor's feedback on course assignments, projects, tests, and/or papers provided.

- ***Online Courses***

Q1: During the course, the course instructor was approachable when students sought guidance.

Q2: The course instructor provided opportunity for classroom discussion.

Q3: The course instructor expressed an interest in student understanding when explaining course concepts.

Q4: The course instructor created an approachable presence online.

5. Once the above criteria are met, deans and chairs may consider other accolades and accomplishments, including but not limited to conference attendance/presentations, publications, participation in professional associations and organizations, service or scholarly work, course design work, and awards within the industry.
6. Both the chair and the dean must approve of the recipients selected.

**Procedures:**

- All information about the awards will be posted on the FHSU website.
- The TILT Faculty Development staff will send department chairs and deans the list of eligible adjuncts for their departments and colleges, based on the criteria above.
- Course evaluation reports regarding criterion #4 above will include response rates in real numbers, to provide chairs and deans with appropriate context.
- Deans will each select one recipient for their College.
- As funds come from Foundation, a special payment is necessary and there is no need to wait for pay periods. Therefore, checks will be presented at Convocation and for those unable to attend, mailed after Convocation.
- Certificates will be presented at Convocation and for those unable to attend, mailed after Convocation.