Department Chairs and Program Directors are invited to nominate outstanding Arts & Letters adjunct faculty for the Distinguished Adjunct Teaching Award.

Nomination letters should be submitted to the nominee’s department chair, with a copy sent to the Dean’s Office by **Monday, February 13, 2017.** Supporting materials must be submitted to the Office of the Dean of Arts & Letters by **Thursday, March 16, 2017.**

The nominee will submit the following materials to the Office of the Dean of Arts & Letters to be considered for the award.

1. *Letter of nomination* from a current or former student, faculty member or department chair by **Monday, February 13, 2017.**

2. *A letter of support* from the nominee’s department chair or director (unless the chair has written the nominating letter).

3. *Curriculum vitae.*

4. *A teaching log* listing all the courses taught during the six most recent full semesters of teaching at ODU.

5. *Teaching evaluations* from all courses taught in the previous three years.

6. *Syllabi* for all the courses taught and class handouts describing assignments not fully explained in the syllabi.


All materials should be placed in a binder. Please do not submit loose materials.

It is the nominee’s responsibility to submit the requested materials by the deadline. The nominee should not submit materials not requested.