

Adjunct Teacher Award:

1. Nominees must be currently teaching as an adjunct at any post secondary school.
2. Nominees must be teaching at least five (5) years in an adjunct position.
3. Nominees must teach within the state of Iowa.
4. Nominees are not required to be members if ICA.
5. Nominees will be encouraged to attend the ICA conference to accept the award if selected.
6. Self-nomination is acceptable.
7. Three of the following materials are to be submitted for nomination:
  - A. The nominee's current academic vita
  - B. A total of three letters of recommendation from students, supervisors, colleagues, or administrators that cite specific reasons why the nominee should be selected for this award.
  - C. Evidence of teaching effectiveness such as course/instructor evaluations or a letter from an academic supervisor.
  - D. A listing of the nominee's current teaching and co-curricular responsibilities for the past five years.
  - E. An example of a most effective teaching strategy, assignment, or lesson
  - F. A current teaching philosophy.

**NOMINATION SHOULD BE SUBMITTED BY MAY 25, 2007 TO:**

Marilyn Shaw  
Department of Communication Studies  
University of Northern Iowa  
326 Lang Hall  
Cedar Falls, IA 50614-0139

Iowa Communication Association  
Outstanding Adjunct Teacher Award  
Guidelines and Nomination Procedures

The Iowa Communication Association shall recognize outstanding Adjunct instructors in Iowa in disciplines that serve the interests of the Iowa Communication Association by awarding each year one or more "Outstanding Adjunct Teacher Awards."

The following guidelines will direct the process of creating and operating the committee that will oversee accepting nominations for and selecting the recipient(s) of the Outstanding Adjunct Teacher Award.

1. The Outstanding Adjunct Teacher Award will consist of a plaque with an appropriate inscription that will be presented to the recipient(s) each year at the ICA annual conference.
2. Each year a committee will be formed to seek and accept nominations for the Outstanding Adjunct Teacher Award and to select the recipient(s) of the award.
3. The Outstanding adjunct Teacher Award committee will consist of a Chair and two committee members. The total membership of the committee should always consist of an odd number of people to prevent ties in voting procedures.
4. The President Elect of the ICA shall serve as Chair of the Outstanding Adjunct Teacher Award Committee.
5. In the event that the ICA President Elect is unable to serve as Chair of the Outstanding Adjunct Teacher Award committee, then the current ICA president shall appoint a Chair for the ICA membership.
6. Members of the committee will be appointed by the Chair of the Outstanding Adjunct Teacher Award committee and they must be current members of the ICA whose dues are fully paid.
7. Members of the Outstanding Adjunct Teacher Award committee may serve for one or two year terms, to be decided by the committee chair.
8. The Outstanding Adjunct Teacher Award committee will be activated in January of each year. Nominations for the award will be sought through the ICA Newsletter and Website, and any other appropriate venues.
9. Nominations for the award should be directed to the chair of the award committee.
10. The deadline for the receipt of nominations for the award is June 1<sup>st</sup> of each year.
11. The recipient(s) of the award should be selected by the committee by July 15<sup>th</sup> of each year.
12. The recipient(s) of the award should be formally notified of their selection by letter by the award committee chair, and their attendance at the ICA conference for receipt of the award verified by the award committee chair.
13. The chair of the Outstanding Adjunct Teacher Award committee should also notify the ICA Executive Secretary of the award recipient(s). The ICA Executive Secretary, or her or his designee, shall be responsible each year for obtaining the award plaque(s).
14. If appropriate, two Outstanding Adjunct Teacher Awards may be presented in a calendar year.
15. The outstanding Adjunct Teacher Award can only be earned once by an individual.