



## Request for Designation of Distinguished Adjunct Faculty

*Directions: Candidates for Distinguished Adjunct Faculty designation shall include a completed version of this form with their application. To apply for designation, candidates shall complete a written application that shall include the following with supporting documentation as necessary:*

1. A completed "Request for Designation of Distinguished Adjunct Faculty" form
2. Cover letter or letter of application to the Distinguished Adjunct Faculty Designation Board
3. A resume or curriculum vitae that lists the courses the candidate has taught or currently teaches, any applicable certifications (attach copies of any certifications to be considered), detailed account of field experience related to teaching assignments
4. A 2-3 paragraph statement of the candidate's educational or teaching philosophy
5. A summary document detailing the achievement of categories in the Application Process Guidelines along with supporting documentation advancing the candidate's achievement in the following criteria:
  - o demonstrated excellence in teaching – including a summary of, and discussion of student ratings
  - o previous or planned service to the University
  - o advancement of the mission of the University
  - o service to the community
  - o significant contribution to the profession and/or discipline
  - o publications, presentations or earned certifications
  - o earned degrees (may already be on file with the university, additional copy not needed)
6. The date that you requested a Form of Reference for your designation be completed by your supervisor:

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Note: tell your supervisor that the Form of Reference is due no later than May 13<sup>th</sup>. (to be sent directly to [DistinguishedAdjunct@davenport.edu](mailto:DistinguishedAdjunct@davenport.edu) and not included in the original application)

All documentation should be assembled in the above bullets. All completed applications should be emailed to [DistinguishedAdjunct@davenport.edu](mailto:DistinguishedAdjunct@davenport.edu) on or before Monday May 4, 2015.

Adjunct Faculty Applicant Name: \_\_\_\_\_

Number of Years with DU: \_\_\_\_\_

Completed Degrees: \_\_\_\_\_

Certifications/Licensures Earned: \_\_\_\_\_

DU Teaching Location(s): \_\_\_\_\_

Associate Department Chair(s): \_\_\_\_\_

Department (i.e. English, Math, etc): \_\_\_\_\_

Current Employer other than Davenport University: \_\_\_\_\_

### ALL DECISIONS OF THE DESIGNATION BOARD ARE FINAL

DESIGNATION BOARD USE ONLY

Designation \_\_\_\_ approved \_\_\_\_ not approved                      Date \_\_\_\_\_

Signature of Designation Board Chair \_\_\_\_\_

Initials of Designation Board Members \_\_\_\_\_