



## Fixed-Term Faculty Award for Excellence

### Objective

The THCAS Fixed-Term Faculty Award for Excellence recognizes the sustained record of distinguished teaching, service, mentorship, and leadership by a fixed-term faculty member.

### Award

One winner will be selected annually and will be allocated \$1000, which can be used for conferences/workshops, travel, materials/supplies, or other professional development expenses, in accordance with ECU spending regulations.

### Eligibility

A nominee must:

1. be a current full-time (1.0 FTE) fixed-term faculty member at East Carolina University;
2. have been employed at East Carolina University for at least five years (which can include part-time employment);
3. have demonstrated exceptionally effective teaching, service, mentorship, and leadership during those five years.

### Nomination procedures and guidelines

Departments may nominate one fixed-term faculty member per year. The department chair should submit the nomination packet [via Qualtrics](#) no later than 5pm on April 1 (or the next business day, if April 1 falls on a weekend).

### Nomination packet contents

1. Nomination letter from department chair
2. Current CV
3. Up to 20 pages of supporting materials reflecting the nominee's teaching, service, mentorship, and leadership (such as syllabi, lesson plans, lecture slides, assignments, and other teaching materials; peer observations; service recognitions; etc.). Supporting materials may include links to digital artifacts such as Canvas modules and videos.
4. Optional: 2 additional letters of support from colleagues and/or students