

**St. Thomas University
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MEMORANDUM

TO: St. Thomas University Community

FROM: Dr. Kim Fenwick, Vice-President (Academic & Research)

DATE: January 9, 2020

RE: Excellence in Part-Time Teaching Award

Nominations are being accepted for the Excellence in Part-Time Teaching Award that recognizes the outstanding contributions of our part-time faculty members in their area of professional responsibility.

Excellence in Part-Time Teaching Awards have been established for the purpose of recognizing, on a year-by-year basis, particular faculty members who have demonstrated excellence in their teaching. A Special Merit Awards Committee has been established to adjudicate full-time faculty awards for teaching, research, and service. The Special Merit Awards Committee will likewise be responsible for the Excellence in Part-Time Teaching Award. With respect to part-time award adjudication, the committee will function according to the existing procedures.

Nominations may be made to the Special Merit Awards Committee by students, faculty, alumni, or administrators in the form of a letter to the Vice-President (Academic & Research) indicating the rationale for the nomination. The