

## Level II Adjunct Faculty Engagement Program

Thank you for your interest in the Level II Adjunct Faculty Engagement Program!

Adjunct faculty applying for Level II status must submit the following Intent to Apply form. This form verifies eligibility and requires the division dean's support prior to submission.

Complete this form, attach all required documents, and drop off a hard-copy at your division office or mail to your dean prior to April 23, 2018. At least one traditional classroom observation from the past two years must be attached to the form prior to obtaining your dean's support, or a performance evaluation if you are an adjunct librarian or counselor. If at least one traditional classroom observation in the past two years is not attached to your Intent to Apply form, your dean will request one to occur prior to May 11, 2018. Please keep this date in mind to allow yourself enough time, if necessary, to schedule an observation.

Please arrange to pick up the signed copy from the division office, and submit to the Academy for Teaching Excellence by May 18, 2018.

As this is the pilot year of the program, enrollment in the required Reflective Educator Graduate Equivalency Course is limited, and not guaranteed to every faculty member who submits a completed Intent to Apply form with their dean's approval. You will be notified of your eligibility to enroll in the course by June 1, 2018.

Please contact Amanda Nielsen, Adjunct Faculty Outreach & Engagement Specialist (847.925.6948) or the Academy for Teaching Excellence (847.925.6174) with any questions.

### Timeline

- **April 23, 2018:** Date to submit Intent to Apply form to your division dean
- **May 18, 2018:** Completed Intent to Apply forms due to the Academy for Teaching Excellence
- **June 1, 2018:** Cohort established and notified
- **June 11, 2018:** Reflective Educator GEC begins (6 weeks, online)
- **August 20, 2018:** Completed ePortfolios submitted electronically to the Academy for Teaching Excellence
- **September 2018:** Review Committee reviews ePortfolios
- **October 5, 2018:** Review Committee announces Level II status decisions
- **January 2019:** Level II status becomes effective (effective Spring 2019 through Fall 2021)

*Please submit a hard-copy of this form with dean's signature and all attachments  
to the Academy for Teaching Excellence (F320) by **May 18, 2018.***

## Level II Adjunct Faculty Engagement Program Intent to Apply Form

<b>Name</b>	
<b>Division</b>	
<b>Department</b>	
<b>Phone</b>	
<b>Harper Email</b>	

**Check the following required statements before submission:**

- I am declaring my intent to apply for Level II status.
- I am currently unit-eligible.
- I have had a traditional classroom observation or performance evaluation in the last two years and have attached it to this form. If I have not, I understand my division dean will request one to be completed **prior to May 11, 2018**.
- I am available to complete the 6-week, online Reflective Educator Graduate Equivalency Course that begins **June 11, 2018**.
- I have reviewed and understand the Level II ePortfolio components and rubric, have identified my two professional development domains, and will be prepared to submit my ePortfolio by **August 20, 2018**.
- I have obtained the support of my division dean documented on page 3.
- I understand that support of my division dean is required for program acceptance, but does not guarantee my enrollment in the Reflective Educator Graduate Equivalency Course. Please note: Enrollment in this course is limited to 24 adjunct faculty during the pilot year.

**Attach the following documents before obtaining division dean support:**

- A brief summary of your rationale for applying based on the two professional development domains you have identified and Harper college service experience (limit to one typed page).
- Copies of your most recent evaluation(s) from the last two years, including goal-based self-evaluation and reverse peer observation, **and** at least one traditional method of classroom observation or performance evaluation.
- A list of courses you have taught in the last two years including the semester taught when applicable.

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to the Academy for Teaching Excellence (F320) by **May 18, 2018**.*

## Level II Adjunct Faculty Engagement Program Intent to Apply Form

**For division dean to complete:**

- I support this adjunct faculty member's intent to apply for Level II status.
- I support this adjunct faculty member's intent to apply for Level II status and am requesting a traditional classroom observation to be completed on \_\_\_\_\_ (prior to May 11, 2018).
- I do not support this adjunct faculty member's intent to apply for Level II status and have either attached or documented my comments below.

**Comments:**

\_\_\_\_\_  
**Adjunct Faculty Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Division Dean Signature**

\_\_\_\_\_  
**Date**

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to the Academy for Teaching Excellence (F320) by **May 18, 2018**.*