

	Journalism/Foreign Language	
5.	Humanities/Fine Arts/Music	Provost or designee, Palm Bay Campus
6.	Library Sciences	Provost or designee, Titusville Campus
7.	Mathematics	Provost or designee, Cocoa Campus
8.	Science	Provost or designee, eBrevard
9.	Social/Behavioral Sciences	Provost or designee, Melbourne Campus
10.	Education/Child Development	Provost or designee, Palm Bay Campus

The Assigned Administrator will serve as the non-voting chair of the Discipline Cluster

The President will inform selected faculty of their ADAP by April 15 of each year.

Procedure for Applying:

The ADPA is for performance during the previous calendar year, and the Discipline Cluster application will reflect this timeframe. A faculty member may initiate his/her own Discipline Cluster ADPA application, or it may be initiated by a colleague, his/her Campus Provost or any other college administrator. It is the responsibility of the person sending in the application to supply information he/she deems appropriate for the nominee. The nominee may review the application packet prior to submission, if said application was not initiated by the nominee.

All application materials must be submitted directly to the Assigned Administrator's, as indicated above. The Assigned Administrator is responsible for disseminating the submitted materials to the Discipline Cluster's ADPA selection committee. All application materials and the ADPA committee recommendations of all candidates shall be submitted to the President's office by the deadline established above. Once the entire process is complete, all application materials will be returned to the faculty member.

Noncompliance with the application process may result in disqualification of the ADPA Application.

Guidelines/Criteria:

Due to its often unique nature, each Discipline Cluster ADPA Committee has autonomy in the development of criteria guidelines used to determine ADPA recommendation, though it is suggested that the entire Discipline Cluster also have a voice in its development. Once established, the criteria must be made available for review by faculty members college-wide a minimum of thirty (30) days prior to the application deadline. Though criteria may be refined from year to year by a Discipline Cluster Committee, consistency should be maintained as often as possible.

Discipline Cluster award criteria in each instructional area should include emphasis on evidence within one's instructional teaching mission. The Committee may consider any of the following areas of performance as possible justification for ADPA recommendation:

- a. Outstanding teaching/instructional performance
- b. Outstanding contributions to a discipline
- c. Outstanding contributions to the college, division, or department
- d. Outstanding contributions to the community, as related to the college's mission
- e. Other accomplishments deemed appropriate by the Discipline Cluster ADPA Committee

Any activity that goes beyond the faculty member's normal scope of responsibility, or that is within the normal scope of responsibility but is performed at an outstanding level,

is an activity that is potentially meritorious. The decision as to whether or not such an activity actually is meritorious is a subjective one that is made individually by each of the five (5) voting committee members, who must consider whether it can be tied to the college mission.

It is recommended that each Discipline Cluster ADPA Committee, when establishing and/or revising guidelines/criteria, limit an application packet to ten (10) pages of narrative, including documents providing evidence of excellence.

Failure to be recommended and/or selected for ADPA is NOT subject to the grievance process.