

AWARDS FOR TEACHING EXCELLENCE

GUIDELINES FOR NEA STATE, FEDERAL AND DIRECT AFFILIATES



**Hawaii's Nomination Deadline:
March 11, 2011**

- Purpose** *The NEA Foundation Awards for Teaching Excellence* recognize, reward, and promote excellence in teaching and advocacy for the profession. They also honor public education and the dedicated members of the NEA. The awards are presented jointly by the NEA Foundation and the National Education Association (NEA) with support from NEA Member Benefits and the Horace Mann Companies.
- Awards** All affiliate awardees receive expenses-paid travel to The NEA Foundation's Annual *Salute to Excellence in Education* Gala in Washington, DC. Five awardees are selected for *The Horace Mann Awards for Teaching Excellence*. *The NEA Member Benefits Award for Teaching Excellence* recipient, selected from the five, receives \$25,000 and the four finalists for the national award each receive \$10,000.
- Eligibility** All current members of an NEA local affiliate or bargaining unit are eligible, including teachers, education support professionals, and higher education faculty and staff. NEA state affiliates, the Federal Education Association, and direct affiliates (UDC and UHPA) may each submit **one** nomination per year. Only nominations submitted and endorsed by one of these affiliates will be considered.
- Deadline** *Monday, May 3, 2010 (received at the NEA Foundation offices by 5:00 p.m. EDT)*
- Notification** The Foundation will notify all affiliate presidents and their awardees of their status by the end of August 2010.
- Selection**
- AFFILIATE LEVEL
Each affiliate determines its own best process for selecting its nominee, and submits a single nominee's name and qualifications to the NEA Foundation, consistent with the criteria described below. Any selection process that is acceptable to the affiliate is acceptable to the NEA Foundation.
- NATIONAL LEVEL
The national selection panel chooses up to 10 national semifinalists from among the affiliate awardees. Panelists may include those appointed by the NEA President and the

Chair of the NEA Foundation Board of Directors, as well as national awardees from previous years. Practitioners are well represented.

Semifinalists will be invited for personal interviews with the national selection panel in July or August 2010 and will be asked to prepare additional materials prior to the interview.

Criteria

Nominations are judged according to five criteria. Panelists rate nominees on each criterion using the point value indicated below.

1) **PROFESSIONAL PRACTICE:** The nominee demonstrates instructional expertise, creativity, and innovation. The nominee uses a variety of pedagogical techniques and effectively addresses students' different learning styles and needs. The nominee is an instructional leader at the local, state, and/or national level. (15 points)

2) **ADVOCACY FOR THE PROFESSION:** The nominee is a current, active member of the local, state, and/or national education association, and has assumed leadership roles at one or more of these levels. The nominee is an active member of other professional organizations and engages in activities that advance the profession and public education. The nominee speaks out on behalf of public education, educators, and students. (15 points)

3) **COMMUNITY ENGAGEMENT:** The nominee frequently interacts with parents and other community members on substantive education issues. The nominee brings community resources to the classroom and conducts service learning projects with his or her students in the community. (5 points)

4) **LEADERSHIP IN PROFESSIONAL DEVELOPMENT:** The nominee continually engages in experiences to improve his or her practice and to gain new skills and knowledge. The nominee shares this new learning with colleagues in a variety of venues. The nominee's participation in and commitment to professional development has a visible impact on his or her institution, students, and community. (10 points)

5) **ATTENTION TO DIVERSITY:** The nominee works to provide a learning environment that meets the needs of all students, regardless of differences. The nominee recognizes and explicitly addresses the full array of values, cultures, and experiences represented in our diverse modern society, both through curriculum and instruction and in other interactions with students. (5 points)

Contents of Nomination

Nomination packages must include all of the items listed below, in the specified order. Formatting instructions are noted for each section.

A) DATA SHEET

The data sheet requests contact information for the

state, federal, or direct affiliate; the nominee; and the nominee's local affiliate. The data sheet can be downloaded from the Foundation's website at www.neafoundation.org/teachexcel/datasheet.doc.

One page maximum. The form must be typed.

B) NOMINATION LETTER

The nomination letter from the state, federal, or direct affiliate president illustrates why the nominee deserves the award. *Alternatively, a local president can write the official nomination letter outlining the awardee's qualifications and the state president can attach an additional page with one sentence certifying the nomination.*

Three pages maximum, double-spaced, 12-point or larger type with 1" or greater margins on all sides. Must be on the affiliate letterhead and signed by the affiliate president.

C) RESUME

The resume provides a brief, factual overview of the nominee's career, including positions held, degrees attained, honors received, etc. The resume may also describe personal achievements or activities that are not noted elsewhere.

One page maximum, double-spaced, 12-point or larger type with 1" or greater margins on all sides. Use narrative, bulleted lists, or both.

D) NOMINEE'S STATEMENT

The nominee's statement must be written by the nominee, as a first-person narrative. The statement includes specific examples to illustrate all five of the award criteria. The questions below do not need to be copied verbatim in the text. However, nominees are strongly encouraged to include headings or keywords related to the criteria to aid the panelists in their reading.

Five pages maximum, double-spaced, 12-point or larger type with 1" or greater margins on all sides. Please edit and/or reformat if the nominee does not follow the guidelines.

- 1) What are the most successful innovations that you have introduced in your classroom or school? What strategies or methods do you use to ensure that all students achieve at a high level? How do you act as an instructional leader?
- 2) How has your involvement in the National Education Association or NEA affiliate(s) contributed to your success as an educator? How would you persuade a new colleague to join or become more active in the association? In what other ways do you serve as an advocate for the profession and for public education?
- 3) What community resources do you bring to the classroom to enhance your lessons and student achievement? What service learning projects have you conducted with your students to benefit the community?
- 4) What experiences or activities have been most beneficial to your professional knowledge, skills, and practice? How have you contributed to the professional development of your colleagues? How has your professional

growth made a difference for your school or university, your students, and your community? Include examples.

- 5) How do you address issues of diversity in your curriculum and instruction and in other interactions with students? What is the result of such efforts? How does your approach to diversity affect your work?
- 6) If you have not already done so, tell a story about how your approach to teaching made a difference for a student or a group of students.
- 7) What advice would you give to someone entering the profession on how to attain teaching excellence?

E) LETTERS OF ENDORSEMENT

Letters of endorsement are written by the nominee's local affiliate president, colleagues, current or former students,

parents, or community members. Letters should be signed, and the salutation should address the state affiliate selection committee or the national panel for *The NEA Foundation Awards for Teaching Excellence*.

Up to three letters, two pages maximum each, 12-point or larger type, 1" or greater margins on all sides, double-space preferred. Must be submitted with all other materials.

Submission

- 1) Do **not** staple or permanently bind the materials. Paper clips are acceptable.
- 2) Do **not** use covers or other decorative packaging.
- 3) Include **only** the materials requested in these guidelines.
- 4) Mail five complete nomination packages **for receipt at the NEA Foundation's offices by 5:00 p.m. EDT, May 3, 2010**. Submissions by fax or e-mail are not permitted.

Send your nomination package to:

**The NEA Foundation
Attn: Awards for Teaching Excellence
1201 Sixteenth Street, NW, Suite 416
Washington, DC 20036-3207**

Questions?

Call or e-mail Susan Burk (202.822.7832 or sburk@nea.org).

CHECKLIST

A) DATA SHEET	1 page
B) NOMINATION LETTER	3 pages maximum
C) RÉSUMÉ/BIOGRAPHY	1 page maximum
D) NOMINEE'S STATEMENT	5 pages maximum
E) LETTERS OF ENDORSEMENT	6 pages maximum
F) PHOTO RELEASE FORM (SEE BELOW)	1 page maximum
TOTAL	17 pages maximum

ADDENDUM

DIGITAL PHOTO: Please send a jpeg electronically to Susan Burk (sburk@nea.org; 202.822.7832) when you mail your nomination package.



PHOTO RELEASE FORM

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: _____ Fax: _____

Email: _____

- 1) The above named person consents to the unlimited use by the NEA Foundation and/or the National Education Association (NEA) of his/her image in any form, including but not limited to, digital media, film, audio recording, or still photography, in connection with any Foundation and/or NEA publicity or communications effort. These efforts may include, among other things, publications, videos, and websites.
- 2) The above named person agrees that the NEA Foundation and/or NEA may have unlimited use of any program information or text from communications that he/she submits to either of them, in connection with any Foundation and/or NEA publicity or communications efforts, as described above
- 3) The NEA Foundation and/or NEA shall be under no obligation to actually use the above-mentioned person in any way.
- 4) The above named person further agrees that neither the NEA Foundation nor the NEA will compensate him/her in money or otherwise for the consents granted above.

Signature: _____ Date: _____

6/3/2008