



THE NEA FOUNDATION AWARDS FOR TEACHING EXCELLENCE

GUIDELINES FOR NEA STATE, FEDERAL AND DIRECT AFFILIATES

Nomination Deadline: March 1, 2024

Purpose	<i>The NEA Foundation Awards for Teaching Excellence</i> recognize, reward, and promote both excellence in teaching and advocacy for the profession. The NEA Foundation (NEAF or the Foundation) and National Education Association (NEA) present the awards jointly.
Awards	All Awards for Teaching Excellence awardees receive expenses-paid travel to The NEA Foundation's Annual <i>Salute to Excellence in Education Gala</i> in Washington, DC in February of 2025. Five awardees are selected for <i>The Horace Mann Awards for Teaching Excellence</i> and receive \$10,000 each plus expenses paid travel for themselves and one guest. <i>The NEA Member Benefits Award for Teaching Excellence</i> recipient, selected from the five Horace Mann awardees, receives \$25,000 in cash and a commemorative gift.
Eligibility	<p>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 may each submit one nomination per year. Only nominations submitted and endorsed by one of these affiliates will be considered. Should a nominee's NEA membership be discontinued between the date of their nomination and the Salute to Excellence in Education Gala, hosted by The NEA Foundation, the nomination must be rescinded. In that instance, however, the state affiliate, Federal Education Association, or direct affiliate will have the opportunity to submit a new nomination.</p> <p>The NEA Foundation (NEAF) – like NEA – does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin ancestry), disability, sexual orientation, or military status, in any of its activities or operations. NEAF encourages NEA state leaders to consider awardees who reflect the diversity among NEA members and who teach in schools representing the diversity of the student population.</p>
Deadline	<i>Friday, March 1, 2024.</i>
Notification	The NEA Foundation will notify all affiliate presidents and their awardees when Horace Mann awardees have been selected in the of Summer 2024. Public announcement of the California Casualty awardees and Horace Mann awardees will take place in Fall of 2024.
Selection	<p>AFFILIATE LEVEL</p> <p>Each NEA affiliate determines its own best process for selecting its Awards for Teaching Excellence nominee and submits a single nominee's name and qualifications to the NEA Foundation, consistent with the criteria described below. A state affiliate cannot nominate the same educator more than once.</p>

The Foundation encourages the nomination of teachers who may not yet have received an award to maximize the number of exceptional educators who are publicly recognized. State leadership may consider nominating the recipient of another local, district, state, or national award – including subject specific awards, advocacy awards, or national awards like the State Teacher of the Year, provided that the awardee is a NEA member.

NATIONAL LEVEL

A national selection panel chooses the five recipients of the *Horace Mann Awards for Teaching Excellence* from among the affiliate awardees. The President and CEO of The NEA Foundation and the NEA President appoint these panelists.

The Horace Mann nominees will interview with the national selection panel in August 2024 and based on these interviews, the NEA Member Benefits Award for Teaching Excellence recipient will be chosen.

Announcement In March 2024, The CTA Board of Directors will name the CTA nominee, if any. CTA’s nominee to NEA will be recognized at the June 2024 State Council of Education.

Information The following guidelines describe the selection process for the CTA nominee. For further information, please contact the CTA Human Rights Department at 650-552-5446 or at humanrightsdept@cta.org.

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

- 1) **PROFESSIONAL PRACTICE:** The nominee demonstrates expertise, creativity, and innovation in providing rich learning opportunities for students. The nominee uses a variety of strategies to effectively address students’ different learning styles and needs. (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 is a strong, effective spokesperson for students, educators, and the profession. (15 points)
- 3) **COMMITMENT TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE:** The nominee works to provide a safe, supportive 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, through varied interactions with students. (10 points)
- 4) **FAMILY AND COMMUNITY ENGAGEMENT:** The nominee actively engages families to support student learning and success. The nominee is intentional in engaging the community to enhance student learning and student success. (5 points)
- 5) **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 effective ways. The nominee's participation in and commitment to professional development has a visible impact on his or her students, institution, and community. (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 CTA's website at <https://www.cta.org/nea-foundation-awards>.

Two pages maximum.

B) NOMINATION LETTER

The nomination letter from the state, federal, or direct affiliate president explains why the nominee deserves the award. *Alternatively, a local president can write the official nomination letter outlining the nominee's qualification. If this approach is used, the state president should attach an additional page with one sentence certifying the nomination.*

Three pages maximum, double-spaced, 12-point or larger type. Must be on the Local Chapter affiliate letterhead and signed by the Local Chapter 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.

Two pages maximum.

D) NOMINEE'S STATEMENT

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

6 pages maximum, single-spaced, 12-point or larger type.

PROFESSIONAL PRACTICE

- 1) How have you grown as an educator throughout your career? Cite examples of ways you have developed your skills and/or adapted your practice over time. What strategies or methods do you use to support student learning and student success? Share a story about how your work has made a difference for a student or a group of students.

ADVOCACY FOR THE PROFESSION

- 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? Please include examples and, if possible, links to videos of you speaking.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE

- 3) How do you address issues of diversity, equity, inclusion, and justice in your interactions with students? What is the result of such efforts? How does your approach to diversity, equity, inclusion, and justice affect your work? Please include examples.

FAMILY AND COMMUNITY ENGAGEMENT

- 4) How have you been intentional in engaging families and community members to support student learning and success? How do you build relationships with parents and community members? Please include examples.

LEADERSHIP IN PROFESSIONAL DEVELOPMENT

- 5) 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 students, school, and community? Please include examples.

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 NEA Foundation's national selection panel for *The NEA Foundation Awards for Teaching Excellence*.

Up to three letters, two pages maximum each, double-spaced preferred. Letters 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 one complete nomination packet (**Deadline is March 1, 2024**) to:

**California Teachers Association
Attn: CTA Human Rights Department
P.O. Box 921
Burlingame, CA 94011-0921**

Submissions by fax or e-mail are not permitted.

Questions?

Call or e-mail the CTA Human Rights Department (650-552-5446 or humanrightsdept@cta.org).

CHECKLIST

A) DATA SHEET	2 pages
B) NOMINATION LETTER	3 pages maximum
C) RÉSUMÉ/BIOGRAPHY	2 pages maximum
D) NOMINEE'S STATEMENT	6 pages maximum
E) LETTERS OF ENDORSEMENT	6 pages maximum (3 letters, 2 pages each)
F) PHOTO RELEASE FORM (ATTACHED)	1 page maximum

ADDENDUM

DIGITAL PHOTO: Please email your JPEG photo (at least 72 pixels per inch and 400KB) to the CTA Human Rights Department at humanrightsdept@cta.org when you mail your nomination packet.

See attached Photo Release Form.



PHOTO RELEASE FORM

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

1) The above named person consents to the unlimited use by the California Teachers Association, 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 CTA 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 California Teachers Association, 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 CTA or NEA publicity or communications efforts, as described above.

3) The California Teachers Association, NEA Foundation and/or NEA shall be under no obligation to use the above-mentioned person in any way.

4) The above-named person further agrees that the California Teachers Association, NEA Foundation nor the NEA will compensate him/her financially or otherwise for the consents granted above.

Signature: _____ **Date:** _____

12/15/2024