



THE NEA FOUNDATION AWARDS FOR TEACHING EXCELLENCE

GUIDELINES FOR NEA STATE, FEDERAL AND DIRECT AFFILIATES

Nomination Deadline: February 10, 2014

Purpose *The NEA Foundation Awards for Teaching Excellence* recognize, reward, and promote excellence in teaching and advocacy for the profession. The awards are presented jointly by the NEA Foundation and the National Education Association (NEA).

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* and receive \$10,000 each plus expenses paid travel for themselves and a guest. *The NEA Member Benefits Award for Teaching Excellence* recipient, selected from the five, receives \$25,000 in cash and a personalized commemorative gift.

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 *Postmarked by Monday, February 10, 2014.*

Notification The Foundation will notify all affiliate presidents and their awardees of their status by the end of August 2014.

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 the five recipients of *The Horace Mann Awards for Teaching Excellence* from among the affiliate awardees. Panelists are appointed by the President and CEO of the NEA Foundation and the President of the NEA.

The Horace Mann awardees will be invited for personal interviews with the national selection panel in July or August 2014 and based on the interviews, *The NEA Member Benefits Award for Teaching Excellence* recipient will be chosen.

Announcement In April 2014, The CTA Board of Directors will name the CTA nominee, if any. CTA's nominee to NEA will be recognized at the June State Council of Education.

Information The following guidelines describe the selection process for the CTA nominee. For further information, please contact Justo Robles (jrobles@cta.org), Manager of the CTA Human Rights Department at 650.552.5183 or Annette Barroso (abarroso@cta.org) in the CTA Human Rights Department at 650-552-5345.

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 CTA's website at <http://www.cta.org/en/About-CTA/CTA-Foundation/Grants.aspx>.

One page maximum. The form must be typed.

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 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. 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 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.

3400 words maximum, double-spaced, 12-point or larger type.

- 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 selection panel for *The NEA Foundation Awards for Teaching Excellence*.

**Up to three letters, two pages maximum each.
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 package (**postmarked by February 10, 2014**) to:

**California Teachers Association
Attn: Annette Barroso, 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 Annette Barroso (650-552-5345 or abarroso@cta.org).

CHECKLIST

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|--------------------------------------|--|
| A) DATA SHEET | 1 page |
| B) NOMINATION LETTER | 3 pages maximum |
| C) RÉSUMÉ/BIOGRAPHY | 2 pages maximum |
| D) NOMINEE'S STATEMENT | 3400 words maximum |
| E) LETTERS OF ENDORSEMENT | 6 pages maximum (3 letters, 2 pages each) |
| F) PHOTO RELEASE FORM
(SEE BELOW) | 1 page maximum |

ADDENDUM

DIGITAL PHOTO: Please send a jpeg electronically to Annette Barroso (abarroso@cta.org) 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 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 in money or otherwise for the consents granted above.

Signature: _____ Date: _____