

## The NEA Foundation Awards for Teaching Excellence Guidelines for State, Federal & Direct Affiliates

### 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 an additional \$25,000 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** application per year. Only applications submitted and endorsed by one of these affiliates will be considered.

### Deadline

Wednesday, May 1, 2013

### Notification

The Foundation will notify all affiliates and awardees of their status by August 2013.

### Selection

#### AFFILIATE LEVEL

Each affiliate determines its own best process for selecting its awardee and submits a single awardee'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 2013 and based on the interviews, *The NEA Member Benefits Award for Teaching Excellence* recipient will be chosen.

## Criteria

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

### 1. PROFESSIONAL PRACTICE

The awardee demonstrates instructional expertise, creativity, and innovation. The awardee uses a variety of pedagogical techniques and effectively addresses students' different learning styles and needs. The awardee is an instructional leader at the local, state, and/or national level. **(20 points)**

### 2. ADVOCACY FOR THE PROFESSION

The awardee 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 awardee is an active member of other professional organizations and engages in activities that advance the profession and public education. The awardee speaks out on behalf of public education, educators, and students. **(15 points)**

### 3. COMMUNITY ENGAGEMENT

The awardee frequently interacts with parents and other community members on substantive education issues. The awardee 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 awardee continually engages in experiences to improve his or her practice and to gain new skills and knowledge. The awardee shares this new learning with colleagues in a variety of venues. The awardee's participation in and commitment to professional development has a visible impact on his or her institution, students, and community. **(5 points)**

### 5. ATTENTION TO DIVERSITY

The awardee works to provide a learning environment that meets the needs of all students, regardless of differences. The awardee 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)**

## The NEA Foundation Awards for Teaching Excellence - Application Deadline May 1, 2013

The application for NEA state and direct affiliates consists of seven sections.

1. State/Direct NEA Affiliate Information
2. Awardee Information
3. School Information
4. District Information (if applicable)
5. Local Affiliate Information
6. The Awardee's Statement of up to 3,400 words in length (21,000 characters including spaces)
7. Attachments related to the application

We recommend that you [familiarize yourself with the online application](#) before you begin. To create a new application, click the "Start a New Application" link at the bottom of this page.

You may save your application and return to work on it later. To continue work on an unsubmitted application, click the "Continue" link next to the application's Project Title. To return to the login page, the link is:

All online applications are immediately submitted to the NEA Foundation when you click on the "Submit" button.

<http://www.neafoundation.org/nominate>

# Apply Online

[Welcome Page](#) [State Affiliate Information](#) [Awardee Information](#) [School Information](#) [District Information](#) [Local Affiliate Information](#) [Awardee Statement](#) [Attachments](#)

## State Affiliate Information

\* indicates required field

* State, Federal, or Direct Affiliate Name	<input type="text" value="CYBERGRANTS TEST ORGANIZATION"/>
* Affiliate President	<input type="text"/>
* Affiliate Address	<input type="text" value="2 Dundee Park Ste 201"/>
* Affiliate City	<input type="text" value="Andover"/>
* Affiliate State	<input type="text" value="Massachusetts"/>
* Affiliate Zip	<input type="text" value="01810"/>
* Affiliate Telephone	<input type="text" value="978-824-0297"/>
* Affiliate Fax	<input type="text"/>
ATE State Contact Name	(if applicable) <input type="text"/>
E-mail Address	(for president or ATE state contact if applicable) <input type="text"/>

Save and Proceed

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## Awardee Information

\* indicates required field

\* **Awardee Salutation** Please enter the awardee's salutation. (Example: Mr., Ms., Mrs., Dr., Rev.)

Ms.

\* **Awardee First Name**

Kara

\* **Awardee Last Name**

Test

\* **Awardee Job Title**

AC

\* **Awardee Home Address**

2 Dundee Park

\* **Awardee Home City**

Andover

\* **Awardee Home State**

Massachusetts

\* **Awardee Home Zip**

01810

\* **Awardee Home Telephone**

978-824-0295

**Awardee Cell Phone**

\* **Awardee Home E-mail Address**

test@test.com

\* **Awardee Work E-mail Address**

\* **NEA Membership**

Is this awardee a member of the National Education Association (NEA)?

Yes

Save and Proceed

Delete Contact

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## School Information

\* indicates required field

\* School

\* Principal First Name

\* Principal Last Name

\* School Address

\* School City

\* School State

\* School Zip

\* School Telephone

\* School Fax

\* **Current Grades** If the awardee is a teacher, what grades does she/he teach? Please select all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Pre-Kindergarten | <input type="checkbox"/> 8th Grade          |
| <input type="checkbox"/> Kindergarten     | <input type="checkbox"/> 9th Grade          |
| <input type="checkbox"/> 1st Grade        | <input type="checkbox"/> 10th Grade         |
| <input type="checkbox"/> 2nd Grade        | <input type="checkbox"/> 11th Grade         |
| <input type="checkbox"/> 3rd Grade        | <input type="checkbox"/> 12th Grade         |
| <input type="checkbox"/> 4th Grade        | <input type="checkbox"/> College/University |
| <input type="checkbox"/> 5th Grade        | <input type="checkbox"/> Other              |
| <input type="checkbox"/> 6th Grade        | <input type="checkbox"/> N/A                |
| <input type="checkbox"/> 7th Grade        |   |

\* **Current Subjects** If the awardee is a teacher, what subjects does she/he teach? Please select all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Arts             | <input type="checkbox"/> Mathematics        |
| <input type="checkbox"/> Language Arts    | <input type="checkbox"/> Science            |
| <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Physical Education |
| <input type="checkbox"/> Religion         | <input type="checkbox"/> Special Education  |
| <input type="checkbox"/> Social Studies   | <input type="checkbox"/> Technology         |
| <input type="checkbox"/> Business         | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Counseling       | <input type="checkbox"/> N/A                |

Save and Proceed

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## District Information

\* indicates required field

School District Name (if applicable)

School District Superintendent First Name

School District Superintendent Last Name

School District Address

School District City

School District State

School District Zip

School District Telephone

School District Fax

School District Email

Save and Proceed

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## Local Affiliate Information

\* indicates required field

\* Local Affiliate Name

\* Local President First Name

\* Local President Last Name

\* Local Address

\* Local City

\* Local State

\* Local Zip

\* Local Telephone

\* Local Fax

\* Local Email Address

Save and Proceed

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## Awardee Statement

\* indicates required field

The awardee's statement must be written by the awardee, 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 into the text. However, awardees are strongly encouraged to include headings or keywords related to the criteria to aid the panelists in their reading.

### \* Awardee Statement

Please limit your statement to a maximum of approximately 3,400 words (21,000 characters including spaces). Please note that your text will format automatically. There are no double spacing, margin, or font size requirements.

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, instruction and 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 us 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?



21000 character maximum

Save and Proceed

## Attachments

\* indicates required field

**\* Nomination Letter** The nomination letter from the state affiliate president illustrates why the state awardee 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.

Nomination letters should be three pages maximum, double-spaced, 12-point or larger. To attach your letter, please click the "Upload File" link and follow the instructions in the pop-up window.

Upload File

**Second Nomination Letter** You can upload a Nomination Letter by clicking the "Upload File" link, if needed.

Upload File

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

Resumes should not exceed two pages. To attach your resume, please click the "Upload File" button and follow the instructions in the pop-up window.

Upload File

### Letters of Endorsement

Letters of endorsement can be written by the awardee's local affiliate president, colleagues, current or former students, parents, or community members. Letters should be signed if possible, 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.)

**Letter 1** You can upload a Letter of Endorsement or all three letters by clicking on the "Upload File" link.

Upload File

**Letter 2** You can upload a Letter of Endorsement by clicking the "Upload File" link.

Upload File

**Letter 3** You can upload a Letter of Endorsement by clicking the "Upload File" link.

Upload File

**\* Digital Photo Upload** Please upload a JPEG photo of the awardee. By submitting this photo and application, the awardee gives the NEA Foundation unlimited rights to use his or her photo and story.

Upload File

Save and Proceed

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