



## 2018 AWARDS FOR TEACHING EXCELLENCE GUIDELINES

**Nomination Deadline: May 1, 2017**

**NOTE: Please see page five for an important update on the Global Learning Fellowship opportunity.**

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

**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 may each submit one nomination per year. Only nominations submitted and endorsed by one of these affiliates will be considered.

Additionally, the NEA Foundation (NEAF)—like NEA—values educators of all cultural backgrounds, ethnicities, heritages and races, gender and sexual orientations, abilities, and ideas. NEAF encourages NEA state leaders to consider awardees who reflect the diversity among NEA members.

Over the next two years, the Foundation will work with affiliate leaders on a state-by-state basis to set diversity goals based on membership data.

**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.

The state selection process can be based on the process used at the national level or any alternative that reflects due diligence. State leadership may also consider nominating the recipient of another local, district, state, or national award—including subject specific awards, advocacy awards, or national awards like the Presidential Award for Excellence in Science and Math Teaching, provided that the awardee is a NEA member.

## 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 NEA President.

The Horace Mann awardees will be invited for personal interviews with the national selection panel in July or August 2017 and, based on these interviews, the NEA Member Benefits Award for Teaching Excellence recipient will be chosen.

**Benefits** All affiliate awardees receive expenses-paid travel to Washington, DC for the NEA Foundation's Salute to Excellence in Education Gala in February. 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 commemorative gift.

**Submission** All applications must be submitted on our online application system, which is open between September 30 and May 1.

**Notification** The Foundation will notify all affiliate presidents and their awardees of their status by the end of August 2017.

**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. **(15 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. **(10 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)**

**Contents of Nomination**

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

A) DATA SHEET

The data sheet requests contact information for the state, federal, or direct affiliate and the awardee.

**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 awardee deserves a national 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.**

C) 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.

**Two pages maximum.**

D) AWARDEE'S STATEMENT

The awardee's statement must be written by the awardee, as a

**3400 words maximum.**

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, state awardees are strongly encouraged to include headings or keywords related to the criteria to aid the panelists in their reading.

- 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) ENDORSEMENT LETTERS

Letters of endorsement are 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 selection panel for The NEA Foundation Awards for Teaching Excellence.

**Up to three letters, two pages maximum each, double-spacing preferred. Letters must be submitted with all other materials.**

- Submission**
- 1) All affiliate nominations must be submitted via the Foundation’s online application system at [neafoundation.org/nominate](http://neafoundation.org/nominate).
  - 2) Affiliate representatives can complete the application online or the awardee can complete the application by using the affiliate’s unique link and password. Please note that documentation of the state affiliate’s endorsement must be included.

- Checklist**
- 1) Data Sheet (see page six) **1 page**
  - 2) Nomination Letter **3 pages maximum**
  - 3) Resume **2 pages maximum**
  - 4) Awardee’s Statement **3400 words maximum**
  - 5) Letters of Endorsement **6 pages maximum**

**Addendum** Digital Photo: Please upload a JPEG photo (at least 72 pixels per inch and 400KB) of the state awardee electronically when you submit the application online. By submitting this photo and application, the awardee gives the NEA Foundation unlimited rights to use his or her photo and story.

**Questions?** Call or e-mail Susan Burk (202.822.7832 or [sburk@nea.org](mailto:sburk@nea.org)).

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## **Global Learning Fellowship Update**

In 2011, the NEA Foundation invited all ATE awardees to participate in a new Global Learning Fellowship. After five years, we engaged in an evaluation of the program design in consultation with a team of Global Learning Fellowship Alumni who recommended that in order to 1) expand the program’s reach, 2) ensure participant “buy-in,” and 3) position the Foundation as a leader in this area, we should widen the pool of eligible educators.

As a result, the NEA Foundation Board decided in May to open the Fellowship opportunity to all active NEA teachers. ATE awardees will be encouraged to apply, but they will no longer be automatically invited into the program.

Applications for the 2018 Global Learning Fellowship will officially open on December 1, 2016. The deadline to apply is February 28, 2017.

# The NEA Foundation Awards for Teaching Excellence Data Sheet

## State, Federal, or Direct Affiliate Information

President:

Affiliate Name:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

## Awardee Information

Awardee:

Home Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

School/Institution:

Work Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

Job Title:

For teachers, what do you teach? Subject(s):

Grade(s):

## Awardee's Employer Information

Superintendent or Institution President:

District or Institution:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

Principal or Dean:

School or College:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

## Local Affiliate Information

President:

Affiliate Name:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email: