

Guidelines for the
Maine Education Association

AWARD FOR TEACHING EXCELLENCE

Deadline: March 7, 2019

PURPOSE:

To recognize, reward, and promote excellence in teaching and advocacy for the profession.

MEA believes that all students deserve a quality education and that teaching is the single most important component of quality education. It is appropriate, therefore, that MEA recognize one of its members for teaching excellence. In selecting and celebrating a state winner of this award each year, we honor teaching excellence, public education, and our dedicated members.

CRITERIA FOR SELECTION:

Must be an MEA/NEA member (including teachers, education support professionals, and higher education faculty and staff). Additionally, educators of all cultural backgrounds, ethnicities, heritages and races, gender and sexual orientations, abilities, and ideas are valued and encouraged to participate.

Criteria: Nominations will be judged according to the criteria listed below. The nomination letter from the nominator must specifically address these criteria.

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.
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.
3. **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.
4. **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. **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.

PROCEDURE:

The nomination letter and nomination package must be received by the MEA President by **March 7, 2019**. Each nomination letter must be signed by an MEA member. It is the responsibility of the person making the nomination to contact the nominee and ascertain his/her willingness to receive the nomination and award and prepare the contents of the nomination. If chosen, the recipient will need to submit their application electronically along with a digital photo.

FINAL SELECTION:

Whenever the number of award nominations exceeds five, a screening committee shall be established to review the nomination packages. The committee, appointed by the President, shall include a past recipient, a member not in a leadership position, a Board of Directors member, and the MEA President or designee. The names of five nominees will be sent to the Board of Directors for final selection.

Award recipients will be notified through the office of the MEA President. (In any given year, this award may not be presented.)

PRESENTATION:

Announcement of the recipient of the *MEA Award for Teaching Excellence* will be made at the MEA Representative Assembly. The MEA Award winner will receive \$1,000 and will represent Maine at the NEA Foundation's gala event in Washington, DC (February 2020).

Five of the awardees will be 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, will receive \$25,000 which will be announced at the gala's finale.

Maine Education Association
AWARD FOR TEACHING EXCELLENCE

NOMINATION FORM

Deadline: March 7, 2019

NAME OF NOMINEE: _____

LOCAL ASSOCIATION: _____

HOME ADDRESS: _____

Street

City

Zip Code

HOME PHONE: _____ WORK PHONE: _____

E-MAIL ADDRESS: _____

CONTENTS OF NOMINATION: Nomination packages must include all of the materials listed below, in the specified order. Formatting instructions are noted for each part. **Nominations that do not conform to these specifications will be disqualified.**

A. DATA SHEET 1 page maximum, 12-pt. or larger type (form attached). Handwritten data sheets are not accepted.

The data sheet requests contact information for the state, federal, or direct affiliate; the nominee; and the nominee's local affiliate.

B. NOMINATION LETTER 3 pages maximum, double-spaced, 12-pt. or larger type, 1" or greater margins on all sides.

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.*

C. RESUME 2 pages maximum, double-spaced, 12-pt. or larger type, 1" or greater margins on all sides.

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.

D. NOMINEE'S STATEMENT 3400 words maximum, double-spaced, 12-pt. or larger type, 1" or greater margins on all sides.

This 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 themselves do not need to be reproduced in the text; however, nominees are strongly encouraged to include headings or keywords related to the criteria to aid the readers.

The nominee's statement must address the following topics:

- 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	Up to 3 letters, 2 pages maximum each, double-space preferred, 12-pt. or larger type, 1" or greater margins on all sides. All letters must be submitted as part of the nomination package.
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Up to three letters of endorsement for the nominee may be attached. The endorsements may come from the nominee's local affiliate president, colleagues, current or former students, parents, or community members. Letters of endorsement must note how long the writer has known the nominee and in what capacity the writer is able to comment on the nominee's professional work. Letters should be signed, and the salutation should address the state selection committee. Letters should not exceed two pages in length and also be available electronically.

Signature of an MEA Member _____
Date

Local Association: _____

Home Address: _____

Home Phone: _____ Street _____ City _____ Zip Code _____
Work Phone: _____

E-Mail Address: _____

Forward nomination packages to the MEA President, Maine Education Association, 35 Community Drive, Augusta, ME 04330.
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For Office Use Only: Membership has been verified where required.

Submission Instructions:

1. Number the pages of the entire package consecutively, starting with the Data Sheet (Part A) as Page 1.
2. Do **not** staple or permanently bind the materials. Paper clips are acceptable.
3. Do **not** use covers or other decorative packaging.
4. Include **only** the materials requested in these guidelines.
5. Mail one original, complete nomination package **for receipt at the Maine Education**. Submissions by fax are not permitted. *Please keep files electronically as they will be needed for submission on the national level.*

Send your nomination package to:

**The President
Maine Education Association
35 Community Drive
Augusta, ME 04330**

Questions? Call 1-888-622-4418, extension 2218 or visit maineea.org/contact-us

Checklist:

A.	DATA SHEET	1 page
B.	NOMINATION LETTER	3 pages max.
C.	RÉSUMÉ	2 pages max.
D.	NOMINEE'S STATEMENT	3400 words max.
E.	LETTERS OF ENDORSEMENT	6 pages max. (3 letters, 2 pages each)

ADDENDUM

DIGITAL PHOTO: Please send a jpeg photo (at least 72 pixels/inch and 400 KB) electronically to Linda Heaney (lheaney@maineea.org) when you mail your nomination package. All attachments will need to be submitted electronically if chosen as the awardee. By submitting photo and application, nominee gives NEA Foundation unlimited rights to use their photo and story.

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 Information Request

(How would you describe yourself? Choose one or more from the following ethnic or racial groups.)

American Indian or Alaska Native:

Asian:

Black or African American:

Hispanic or Latino (A person of Spanish culture or origin regardless of race):

Native Hawaiian or Other Pacific Islander:

White or Caucasian:

Other (Please specify):

Prefer not to answer:

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: