**2021 AWARDS FOR TEACHING**

# EXCELLENCE GUIDELINES

**Nomination Must Be Submitted to FEA by April 21, 2020**

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

**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 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.

**Selection** AFFILIATE LEVEL

FEA may submit only one nominee to the NEA Foundation for consideration. FEA will make its selection from among those FEA members who have been nominated and have submitted the COMPLETE application package (as described in the following pages) to FEA by April 21, 2020. FEA may opt to submit no nominee to the NEA Foundation if it deems none of the applications submitted to be qualified for the award.

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NATIONAL LEVEL

The 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 panelists.

The Horace Mann awardees will be invited for personal interviews with the national selection panel in August 2020 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

to Excellence in Education Gala in February, 2021. 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 *Those seeking to be FEA’s nominee must submit the COMPLETE nomination package to FEA’s Washington office by April 21, 2020, in order to be considered. FEA will then select a finalist and submit that person’s information to the NEA Foundation.***

**Notification** The Foundation will notify all affiliate presidents and their awardees of their status by the end of August 2020.

**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 in his/her field. The awardee uses a variety of strategies to effectively addresses students’ different learning styles and need. The awardee is a 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. 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, through varied interactions with students. **(10 points)**
4. COMMUNITY ENGAGEMENT: The awardee is intentional, engaging family and community resources to enhance student learning and student success**. (5 points)**
5. 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 effective ways. The awardee’s participation in and commitment to professional

development has a visible impact on his or her institution, students, and community. **(5 points)**

**Contents of** Nomination packages must include all of the items listed below. Formatting

**Nomination** instructions are noted for each section**.**

**Two pages maximum. The form must be typed using the data sheet form at the end of these instructions as a separate Word file.**

1. DATA SHEET

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

1. NOMINATION LETTER

**Two pages maximum, double-spaced, 12-point or larger type.**

The nomination letter from the local affiliate president explains why the awardee deserves a national award***.***

1. RESUME

**Two pages maximum.**

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.

1. AWARDEE’S STATEMENT

**3400 words maximum.**

The awardee’s statement must

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

* 1. How have you grown as an educator throughout your career? Cite several examples of ways you have adapted your practice over time. What strategies or methods do you use to support student learning or student success? How do you act as a 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. Please describe how you have been intentional, engaging family and community resources to enhance student learning and student success. How do you build relationships with parents and community members?
  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 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?

1. ENDORSEMENT LETTERS

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

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 national selection panel for The NEA Foundation Awards for Teaching Excellence.

**Submission** COMPLETED application packages must be submitted to FEA by April 21,

2020, in order to be considered. Application packages must be submitted by

email to [ghritz@nea.org](mailto:ghritz@nea.org). Nomination package materials, as described above,

should be submitted electronically as Word files, with the exception of

nomination letter, resume and letters of endorsement, which can be either

Word or PDF files.

**Questions? Call or e-mail Gary Hritz at 202-822-7855 or ghritz@nea.org**

**Checklist** 1) Data Sheet (see page six) **2 pages maximum**

1. Nomination Letter **2 pages maximum**
2. Resume **2 pages maximum**
3. **3400 words maximum**
4. Letters of Endorsement **6 pages maximum**

**Addendum** Digital Photo: The finalist selected by FEA will be asked to submit a JPEG photo (at least 72 pixels per inch and 400KB) for FEA to forward to the NEA Foundation along with the nominee’s information. By submitting this photo and application, the awardee consents to the unlimited use by the Federal Education Association (FEA), the 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 FEA, Foundation and/or NEA publicity or communications effort. These efforts may include, among other things, publications, videos and websites. The Awardee agrees that FEA, the NEA Foundation and/or NEA may have unlimited use of any program information or text from communications that he/she submits to any of them in connection with any FEA, Foundation and/or NEA publicity or communications efforts, as described above. FEA, the NEA Foundation and/or NEA shall be under no obligation to actually use the awardee in any way. The awardee further agrees that neither FEA, the NEA Foundation nor the NEA will compensate him/her in money or otherwise for the consents granted above.

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# (To complete the Data Sheet below, extract this page and the following page as a separate Word document to be returned along with your application materials)

# 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: School/Institution:  Work Address: | Fax: | Email: |  |
| City: |  | State: | Zip: |
| Telephone:  Job Title: | Fax: | Email: |  |

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: |

(continued on next page)



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: | |