sFLAVA 2018 AWARDS COVER SHEET

This sheet must be the top page of nominations for the FLAVA awards. Please check the appropriate box to indicate the award for which the nomination is made:

**□ The David Cox FLAVA Excellence in Teaching K-12 Award, K-12**

**□ The Marshall Brannon FLAVA Excellence in Teaching Award, Post-Secondary**

**□ The Helen Warriner-Burke FLAVA Distinguished Service Award**

**□ The Friend of FLAVA Award**

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| **Nominator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Position** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Address** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(*Number and Street or P. O Box) ( City) ( State) ( Zip)***Telephone (** **)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Nominator’s Signature\*** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(\*If submitted electronically, this form must come from the nominator’s institutional email address.) |

# NOMINEE’S INFORMATION

## Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone: Office ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member of FLAVA since \_\_\_\_\_\_\_\_\_\_\_ *(year)*

Include the following items in the nominating dossier or in a single email with attachments (in order):

 a. FLAVA Awards Cover Sheet

a. Nominating Cover letter

 b. *Curriculum vitae* of the candidate (three to five pages depending on the category)

c. Letters of support clearly explaining the rationale for the choice of this individual – If transmitted via email, these may be either scanned copies or may be the original email clearly showing the writer’s institutional or affiliate email address along with the letter attachment (see category specifics).

d. Other documentation – e.g., copies of newspaper articles or other materials – if appropriate for award (may be scanned for electronic submission). Please limit to a maximum of ten (10) documents.

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| IMPORTANT FOR PAPER SUBMISSIONSTo facilitate the duplication of the nomination packet and its circulation to members of the selection committee, please do not staple, place in scrapbooks, etc., or attach in any manner other than an elastic band or a large office clamp. Letters of support must be written on letterhead where appropriate and submitted in original form.  |

**Nominations must be submitted by May 1, 2018 to**

**Jennifer Thomas and Maria Lourdes De Panbehchi**

**awards@flavaweb.org**

**The Marshall Brannon** **FLAVA Award**

**Excellence in Foreign Language Teaching, Post-Secondary**

The post-secondary teaching award recognizes a foreign language educator who has demonstrated excellence in foreign language education and who may be forwarded as the FLAVA candidate to either the SCOLT or NECTFL Teacher of the Year (TOY) competition perhaps eventually to the ACTFL TOY competition.

**Criteria for Selection (see rubrics below)**

1. The nominee must be a current FLAVA member. Additionally, membership and participation in a regional/national language organization (SCOLT, NECTFL, APA, etc.).
2. Nominee shall be a full-time foreign language educator who spends at least fifty-percent (50%) time in direct teaching during 2014-2015 in a post-secondary institution and who expects continued direct teaching during the next three (3) years at this level.
3. Nominee’s contributions to foreign language teaching must demonstrate a positive impact on teaching and learning.
4. The nominator must submit evidence of excellence in teaching, including three to five supporting letters, at least one from each of the following constituencies: a current or recent student; a professional colleague; a supervisor.
5. A 500 word first-person statement on the value of learning language and culture.

With the regional competition in mind, it is recommended that:

* The nominee in concert with the nominator fill out the linked competencies checklist (<https://www.flavaweb.org/awards/checklist>);
* Although a teaching portfolio is not expected for this nomination process, the nominee should be willing to create one, starting with the documentation collected in this very process.

**Procedures for the Nominator**

1. Any colleague may nominate an individual but both the nominator and the nominee must be aware that the candidate may eventually attain the ACTFL TOY status with its incumbent duties as the ACTFL-sponsored Ambassador for Foreign Languages for the 2018-19 academic year.
2. The following items must be included in the nominating packet or email with attachments in order.
	* FLAVA Awards Cover Sheet
	* Nominating cover letter signed by the nominator or by email clearly showing the nominator’s institutional address with attached letter
	* Letter of recommendation from a professional colleague
	* Letter of recommendation from a supervisor
	* Letter of recommendation from a current or former parent or student
	* *Curriculum Vitae* of no more than five (5) pages
	* Five-hundred-word (500) first-person statement on the value of learning language and culture
	* Evidence of the nominee’s influence on students
	* Statement of willingness to participate in all required activities associated with the award (form is available on ACTFL website at <http://www.actfl.org>) including:
		+ A commitment to attend the respective regional conference for a personal interview (The regional organization or state association may provide reimbursement of some expenses);
		+ If selected as the regional winner, a commitment to attend the ACTFL Annual Convention (hotel, registration, and transportation are paid by ACTFL); and
		+ Willingness to serve as a spokesperson for the profession, based on availability.
	* An assortment of portfolio-like documents, which may include:
		+ Evidence of the nominee’s impact on foreign language programs within the school or district
		+ Evidence of classroom competence (see <https://www.flavaweb.org/awards/checklist>)
		+ Evidence of service to professional organizations
		+ Evidence of the nominee’s influence on students
		+ Special projects, workshops, presentations, curricular developments, techniques, professional service
		+ Evidence of other community service
		+ Evidence of work on school activities and events (foreign language clubs, honor societies, Foreign Language Week), etc.
		+ Recognitions, awards and achievements

**Deadline**

**Nominations must be submitted by May 1, 2018 to**

**Jennifer Thomas and Maria Lourdes De Panbehchi**

**awards@flavaweb.org**

**The Marshall Brannon FLAVA Award**

**Excellence in Foreign Language Teaching, Post-Secondary**

**Evaluation Sheet**

 (*For Use by Selection Committee*)

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| **Name of Nominee** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Evaluated by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please determine first if the candidate meets the minimum criteria. Then rate the candidate based on quality of materials submitted. Quantity of materials should not take precedence over quality.

Do not be swayed by the numerous listings of things done that are part of the candidate’s job, i.e., curriculum development, in-service programs, etc., which are within the jurisdiction of the normal job requirements. The teaching, research and service to the profession should exceed expectations of a job well done.

**Basic Criteria:**

* Complete dossier submitted by 05/1/18 Yes No
* Current member of FLAVA? Yes No
* Nominating supervisor aware of commitment Yes No
* Nominee meets 50% teaching load criteria Yes No

[A “no” in any of these categories disqualifies the nomination.]

1. **Selection points distribution list:**
2. Strength of letters of recommendation (15) \_\_\_\_\_
3. Strength of CV (20) \_\_\_\_\_

1. 500 word statement on value of learning language/culture (30) \_\_\_\_\_
2. Evidence of incipient teaching portfolio and of reflective practice (25) \_\_\_\_\_

5.Membership and participation in a regional/national language

 organization, such as SCOLT/NECTFL/CAMWS/APA, etc. (10) \_\_\_\_\_

 **TOTAL: \_\_\_\_\_**

**Evaluator’s Comments**

Please note especially the strengths of the candidate’s documents and what could be done to improve evidence each category, especially with respect to:

* **Teaching**
	+ Courses taught that reflect innovative approaches and demonstrate change and alignment with current theories and practices
	+ Impact on students
	+ Impact on foreign language programs (may be at the school level, in higher education, or both)
	+ Impact on other programs within the candidate’s institution, nationally or internationally
	+ Learning materials authored, edited, or produced (including textbooks, computer programs, and other materials)
* **Research (where relevant)**
	+ Research conducted, including classroom action research and qualitative research
	+ Quality of published materials (articles, books, reviews, etc.) in the area of teacher education
	+ Venues of publications and/or presentations (local, regional, national, international)
	+ Impact on foreign language education (and other fields, if appropriate)
* **Service**
	+ Range of activities within the local institution
	+ Impact on local, state, and regional professional organizations
	+ Impact on national and international professional organizations
	+ Impact on the profession as a whole
* **Educating Current and Future Professionals (where relevant)**
	+ Range of activities
	+ Number and forum of workshops, presentations, and related activities
	+ Impact on pre-service (entry level) teacher candidates
	+ Impact on in-service teachers (accomplished/experienced)
	+ Impact on home institution and on other institutions and organizations
* **Recognition**
	+ Recognition through special honors and awards