# AWARD CRITERIA & NOMINATION INSTRUCTIONS

## Purpose:

The purpose of the Western Region AAAE Distinguished Teacher Award is to recognize an individual AAAE member for outstanding accomplishments as a teacher of Agricultural Education, broadly defined, in one or more settings.

## Eligibility

* The award is open to AAAE members associated with the Western Region. Texas and Oklahoma AAAE members may be nominated for Western Region awards if they attend meetings regularly and do not apply for the same award in the Southern Region.
* The nominee been an agricultural educator at least three full years prior to the award date.
* The nominee has not received this award in the Western Region during the previous five years.
* The nominee is the only individual nominated from their department this year.
* The nominee must be an active member of the AAAE who has maintained reasonably continuous membership in the association.
* The nominee should have at least ten years of experience teaching in higher education settings.

## Nomination and Selection Procedures

1. Nominations may be made by a colleague of the nominee. Self-nominations are also acceptable.
2. Nominations must be saved as one PDF document and electronically submitted to the AAAE Award Submission Site (<http://www.agedweb.org/AAAE/awards/>).
3. Past recipients will review applications and select the award recipient(s).

## Criteria for Selection

1. Selection will be based on documentation of outstanding accomplishments as a teacher.
2. Statement of teaching philosophy written by nominee. **Not to exceed three typewritten (12 point font) double-spaced pages**.
3. Evidence of excellence in teaching should include:
   1. Summary of teaching evaluations conducted by students from the past five years.
   2. Two teaching assessments by peers.
   3. List of teaching awards and other relevant accomplishments.
   4. Description of teaching responsibilities including the number and nature of courses and programs presented.
   5. Letters of support from two former students
      * May be undergraduate students, graduate students, workshop participants, etc.
      * Limited to one, single-spaced typewritten page for each letter.

## Nomination Materials

Nomination packets must include and shall be limited to:

* Cover sheet (see next page).
* Nomination letter (limited to two single-spaced typewritten pages).
* Statement of teaching philosophy (limited to three double-spaced pages total).
* Evidence of excellence in teaching (items from #3 listed above; limited to five pages total including one page single-spaced typewritten letters of support from two former students).
* Nominee’s curriculum vitae (limited to five pages total).

## Score Sheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria For Evaluation | 4  Excellent | 3  Above Average | 2  Average | 1  Below Average |
| Teaching Philosophy |  |  |  |  |
| Peer Assessment |  |  |  |  |
| Teaching Awards |  |  |  |  |
| Teaching Responsibilities |  |  |  |  |
| Student References |  |  |  |  |
| TOTAL |  |  |  |  |

# COVER SHEET

|  |  |  |
| --- | --- | --- |
| Name of Nominee: |  | |
| Institution: |  | |
| Title: |  | |
| Professional Employment Record: | | |
| Degrees Held: | | |
| Nomination Submitted by: | |  |
| Contact information for nominator: | |  |

**Nomination materials** (cover sheet, nomination letter, evidence of excellence, and the nominee’s curriculum vitae) **should be saved as one PDF document and electronically submitted to the AAAE Award Submission Site (**[**http://www.agedweb.org/AAAE/awards/**](http://www.agedweb.org/AAAE/awards/)**) no later than July 23rd.**

If you have any questions or concerns, please feel free to contact the Western Region President-elect.

NOTE: The following pages may be used as section dividers.

# Nomination Letter

# Teaching Philosophy

# Evidence of Excellence in Teaching

# Curriculum Vitae