

FLAVA 2009 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**
- FLAVA Business/Industry Appreciation Award**

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 _____

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 vita* 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. Please either scan copies or an email clearly showing the writer's institutional or affiliate email address along with the electronic letter attachment (see category specifics). Either .doc or .pdf are acceptable.
- d. Other documentation--e.g., copies of newspaper articles or other materials--if appropriate for award (must be scanned for electronic submission). Please limit to a maximum of ten (10) documents.

Nominations must be submitted by SEPTEMBER 21, 2009, to

Dr. Kathryn Murphy-Judy

Virginia Commonwealth University; School of World Studies

PO 842021; Richmond VA 23284-2021

kmurphy@vcu.edu

Telephone (804) 827-3420 Fax: (804) 828-0127

The Helen Warriner-Burke FLAVA 0992 Distinguished Service Award

This award recognizes foreign language educators in Virginia who have made outstanding contributions to the profession.

Criteria for Selection

1. The nominee must be a current member of FLAVA.
2. The nominator must submit evidence of outstanding contributions such as letters of support from students, colleagues, administrators or institutional officers.
3. The nominator must submit evidence of service to the school district or institution, community, and state, as well as to state, regional, and national professional organizations.
4. In the case of administrators or supervisors, the nominee must submit evidence of instructional leadership.

Procedures for Nominations

1. Individuals or representatives of institutions/organizations may nominate post-secondary Educators.
2. The items listed below must be included in the nominating packet. Arrange them in the following order:
 - a. FLAVA Award Cover Sheet.
 - b. Nominating cover letter signed by the individual or organization making the nomination. If delivered electronically, it must clearly originate from the nominator's institutional email address.
 - c. *Curriculum vita* of the nominee (length must not exceed three pages).
 - d. Letters of support clearly explaining the rationale for the choice of this nominee. These, too, may come via email but must be forwarded with the originating email that clearly displays the writer's current email address, preferably an institutional one.
 - e. Other documentation, e.g., copies of newspaper articles or other materials, if appropriate for the award. Limit to ten (10) such samples. May be scanned.
 - f. Evidence of the nominee's leadership. This evidence should consist of a record of active participation in the activities of various foreign language organizations. This would include not only membership and holding office but also work on committees, significant publications, conference presentations, and other organizational activities.
3. A record of special honors and awards received and a brief description of innovative curricular programs that the nominee has established.
4. Documented recognition of the nominee's professional contributions and leadership by those with whom the nominee has regular contact. This recognition should be expressed in supporting letters from supervisors, colleagues, students, or others who benefit from the nominee's services. These may be submitted electronically along with the originating email address of the writer.
5. Supporting letters from co-workers under the nominee's supervision. Supporting letters should document the nominee's excellence as a teacher and/or professional leader in foreign language education. These may be submitted electronically along with the originating email address of the writer.

Deadline

Nominations must be submitted by September 21, 2009, to
Dr. Kathryn Murphy-Judy
Virginia Commonwealth University; School of World Studies
PO 842021; Richmond VA 23284-2021

kmurphyj@vcu.edu

Telephone (804) 827-3420

Fax: (804) 828-0127

**The Helen Warriner-Burke FLAVA Distinguished Service Award
Evaluation Sheet**
(For use by Selection Committee)

Name of Nominee _____
Evaluator _____

Using the scale below, evaluate the candidate's contribution to leadership in foreign language education in the following categories. In each case, your judgment should be based on letters of support, materials furnished, your knowledge of the candidate in these areas, and/or the *curriculum vitae* provided by the nominee.

0	1	2	3	4	5	6	7	8	9	10
No evidence provided		Weak			Average			Strong		Excellent

- _____ 1. Impact of the nominee's leadership and contributions to the profession at the regional and national levels (committees, projects, policy making, editing journals).
- _____ 2. Impact of the nominee's leadership and contributions to the profession at the state and local levels.
- _____ 3. Nominee's service to the profession at the regional and national levels (e.g., committees, projects, policy making, editing journals).
- _____ 4. Nominee's service to the profession at the state and local levels (e.g., committees, projects, newsletters).
- _____ 5. Nominee's participation in professional organizations and associations.
- _____ 6. Nominee's leadership contributions to the profession recognized through special honors and awards received.
- _____ 7. Quality and impact of innovative curricular/instructional projects developed by the nominee.
- _____ 8. Quality and number of workshops and presentations given at local, state, regional, national, and/or international level.
- _____ 9. Quality and impact of published materials (articles, books, monographs, reviews).
- _____ 10. Support shown in letters of recommendation.

_____ **TOTAL (100 points maximum)**