

## 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**

<b>Nominator</b> _____
<b>Institution</b> _____
<b>Position</b> _____
<b>Address</b> _____
(Number and Street or P. O Box)      ( City)      ( State)      ( Zip)
<b>Telephone</b> (    ) _____ <b>Fax</b> (    ) _____
<b>E-Mail</b> _____
<b>Nominator's Signature*</b> _____
(*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](mailto:kmurphy@vcu.edu)**

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

## **The Marshall Brannon FLAVA 2009 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 either SCOLT or NECTFL or both is highly desirable.
2. Nominee shall be a full-time foreign language educator who spends at least fifty-percent (50%) time in direct teaching during 2009-2010 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 ([http://www.flavaweb.org/files/FLAVA\\_Awards\\_CkList2009.pdf](http://www.flavaweb.org/files/FLAVA_Awards_CkList2009.pdf));
- 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 2010-2011 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 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.
  - 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 [http://www.flavaweb.org/files/FLAVA\\_Awards\\_CkList2009.pdf](http://www.flavaweb.org/files/FLAVA_Awards_CkList2009.pdf) )
  - 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 SEPTEMBER 21, 2009, to  
Dr. Kathryn Murphy-Judy  
Virginia Commonwealth University; School of World Studies  
PO 842021; Richmond VA 23284-2021  
[kmurphy@vcu.edu](mailto:kmurphy@vcu.edu)  
Telephone (804) 827-3420      Fax: (804) 828-0127**

**The Marshall Brannon FLAVA Award**  
**Excellence in Foreign Language Teaching, Post-Secondary**  
**Evaluation Sheet**  
*(For Use by Selection Committee)*

<b>Name of Nominee</b> _____ <b>Evaluated by</b> _____
-----------------------------------------------------------

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:**

- |                                                                    |     |    |
|--------------------------------------------------------------------|-----|----|
| <input type="checkbox"/> Complete dossier submitted by 9/21/09?    | Yes | No |
| <input type="checkbox"/> Current member of FLAVA?                  | Yes | No |
| <input type="checkbox"/> Nominating supervisor aware of commitment | Yes | No |
| <input type="checkbox"/> Nominee meets 50% teaching load criteria  | Yes | No |

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

---

**100 Selection points distribution list:**

- |                                                                             |           |
|-----------------------------------------------------------------------------|-----------|
| 1. Strength of letters of recommendation (15)                               | _____     |
| 2. Strength of CV (20)                                                      | _____     |
| 3. 500 word statement on value of learning language/culture (30)            | _____     |
| 4. Evidence of incipient teaching portfolio and of reflective practice (25) | _____     |
| 5. Membership and participation in SCOLT / NECTFL (10)                      | _____     |
| <br><b>TOTAL</b>                                                            | <br>_____ |

## **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.