

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 David Cox FLAVA 2009 Award

Excellence in Foreign Language Teaching, K-12

This award recognizes a foreign language teacher in grades K-12 who has demonstrated excellence in foreign language instruction and who may be forwarded as the FLAVA candidate to either the SCOLT or NECTFL Teacher of the Year (TOY) competition and eventually to the ACTFL TOY competition.

Criteria for Selection (see rubrics below)

1. The nominee must be a current FLAVA member. Although not mandatory, membership and participation in either SCOLT or NECTFL are highly desirable.
2. Nominee shall be a full-time foreign language educator in grades K-12 who spends at least fifty-percent (50%) time in direct teaching during 2009-2010 with an expectation of continued direct teaching during the next three (3) years at the K-12 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 or his/her parent; 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:

- o The nominee in concert with the nominator fill out the linked competencies checklist (http://www.flavaweb.org/files/FLAVA_Awards_CkList2009.pdf);
- o 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. ONLY a supervisor, administrator, or department chair (when there is no supervisory personnel) may nominate an individual and must demonstrate awareness that the candidate may eventually attain the ACTFL TOY 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.
 - o FLAVA Awards Cover Sheet.
 - o Nominating cover letter signed by the nominator or by email clearly showing the nominator's institutional address with attached letter.
 - o Letter of recommendation from a professional colleague.
 - o Letter of recommendation from a supervisor.
 - o Letter of recommendation from a current or former parent or student.
 - o *Curriculum Vitae* of no more than five (5) pages.
 - o Five-hundred-word (500) first-person statement on the value of learning language and culture.
 - o Evidence of the nominee's influence on students.
 - o 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).
 - Evidence of service to professional organizations.
 - 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
Telephone (804) 827-3420 Fax: (804) 828-0127**

FLAVA AWARD
Excellence in Foreign Language Teaching, K-12
Evaluation Sheet
(For Use by Selection Committee)

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.

Basic Criteria:

- | | | |
|---|-----|----|
| <input type="radio"/> Complete dossier submitted by 9/21/09? | Yes | No |
| <input type="radio"/> Current member of FLAVA? | Yes | No |
| <input type="radio"/> Nominating supervisor aware of commitment | Yes | No |
| <input type="radio"/> 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) | _____ |
| TOTAL | _____ |

Evaluator's Comments

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

- Supporting statements which establish a clear rationale for choice of candidate
- Documents which support candidate's innovative approaches to teaching and impact on students
- Supporting documents which show candidate's impact on foreign language programs within the nominee's school or school district.
- Service to professional organizations
- Special projects, workshops, curricular developments, techniques, etc.
- Leadership in school, school district, community, etc. G. Contributions in creating awareness of foreign language education
- Documents which show involvement of candidate in foreign language activities, e.g., foreign language clubs and/or honor societies, Foreign Language Week observance, foreign fairs/festivals/camps, etc.
- Participation in seminars, workshops, conferences, etc.

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:

- o The nominee in concert with the nominator fill out the linked competencies checklist (http://www.flavaweb.org/files/FLAVA_Awards_CkList2009.pdf);
- o 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.
 - o FLAVA Awards Cover Sheet.
 - o Nominating cover letter signed by the nominator or by email clearly showing the nominator's institutional address with attached letter.
 - o Letter of recommendation from a professional colleague.
 - o Letter of recommendation from a supervisor.
 - o Letter of recommendation from a current or former student.
 - o *Curriculum Vitae* of no more than five (5) pages.
 - o Five-hundred-word (500) first-person statement on the value of learning language and culture.
 - o 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)
 - 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

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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)

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:

- | | | |
|--|-----|----|
| <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) | _____ |
|
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.

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)**

Criteria for Selection **FLAVA 2009 Business/Industry Appreciation Award**

The FLAVA Business/Industry Appreciation Award recognizes a business or industry that has made a significant contribution in building a strong foundation of support for foreign language education.

Criteria for Selection

1. Nominee must be a business or industry that has made a significant contribution in promoting a closer relationship between business and foreign language education.
2. Nominee must show evidence of leadership in bringing together language educators and business communities, or in other ways demonstrating exceptional efforts to link the business world and foreign language education.
3. The nominee may be in corporate, public, or professional service.

Procedures for the Nominator

Include the following items in the nominating packet in order and may be submitted electronically:

- a. Foreign Language Award Cover Sheet.
- b. Letters of support that clearly explain the rationale for the nomination of the business or industry. If sent electronically, either scan or send with originating email.
- c. Other documentation, e.g., copies of newspaper articles or other materials of support for the award. May be scanned.

Deadlines

- Nominations to Chairperson postmarked on or before **September 21, 2009**.
- The award is presented during the FLAVA Conference held during the Annual Fall Conference, October 9-10, 2009, in Richmond.

Finalists, their supervisors, and nominators will receive notification of the final results by the Chairperson of the Awards Committee. All nominees will receive a Certificate of Outstanding Achievement signed by the President of FLAVA and the Chairperson of the Awards and Recognition Committee.

**Nominations must be submitted by September 21, 2009, to
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