

FLAVA 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:

- FLAVA Excellence in Foreign Language Teaching, K-12
- FLAVA Excellence in Foreign Language Teaching, Post-Secondary
- FLAVA Business/Industry Appreciation Award
- FLAVA Distinguished Service K-12, Post-Secondary, or Administrator

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 (length not to exceed three pages).
- 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.
- 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.

IMPORTANT FOR PAPER SUBMISSIONS

To 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. Photocopies, faxes, and e-mail submissions will not be considered.

Nominations must be submitted by SEPTEMBER 22, 2006 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

The FLAVA Award for Excellence in Foreign Language Teaching K-12 recognizes a foreign language teacher in grades K-12 who has demonstrated excellence in foreign language instruction.

Criteria for Selection

1. The nominee must be a current FLAVA member.
2. Nominee shall be a foreign language teacher in grades K-12.
3. Nominee's contributions to foreign language teaching must have a positive impact on teaching and learning.
4. The nominator must submit evidence of excellence in teaching, including a supporting letter from three of the following: student, colleague, supervisor, or administrator.

Procedures for the Nominator

1. ONLY a supervisor, administrator, or department chair (when there is no supervisory personnel) may nominate an individual.
2. The following items must be included in the nominating packet or email with attachments in order.
 - a. FLAVA Awards Cover Sheet.
 - b. Nominating cover letter signed by the nominator or by email clearly showing the nominator's institutional address with attached letter.
 - c. A brief *curriculum vitae* of the nominee.
 - d. Letters of support that include the rationale for the nomination.
 - e. Other documents of support, e.g., copies of newspaper articles or other appropriate materials (limit of 10 such documents).
 - f. Innovative approaches to teaching that demonstrate change and alignment with current theories and practices.
 - g. Nominee's influence on students.
 - h. Nominee's impact on foreign language programs within the nominee's school or school district.
 - i. Service to professional organizations.
 - j. Special projects, workshops, presentations, curricular developments, techniques, professional service.
 - k. Community service.
 - l. School activities and events (foreign language clubs, honor societies, Foreign Language Week), etc.
 - m. Recognitions and Achievements.

Deadline

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

Name of Nominee _____

Evaluated by _____

Please rate 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 point of view to be taken here is: **What is the candidate's role in each of the items listed?**

Total number of points: 100

- _____ A. Supporting Statements which establish a clear rationale for choice of candidate (10 pts.)
- _____ B. Documents which support candidate's innovative approaches to teaching and impact on students (20 pts.)
- _____ C. Supporting documents which show candidate's impact on foreign language programs within the nominee's school or school district. (15)
- _____ D. Service to professional organizations (5 pts.)
- _____ E. Special projects, workshops, curricular developments, techniques, etc. (10 pts.)
- _____ F. Leadership in school, school district, community, etc.(10 pts.)
- _____ G. Contributions in creating awareness of foreign language education (10 pts.)
- _____ H. Documents which show involvement of candidate in foreign language activities, e.g., foreign language clubs and/or honor societies, Foreign Language Week observance, foreign language fairs/festivals/camps, etc. (10 pts.)
- _____ I. Participation in seminars, workshops, conferences, etc. (10)

FLAVA Award

Excellence in Foreign Language Teaching, Post-Secondary

FLAVA will recognize a foreign language educator at the post-secondary level who has demonstrated excellence in foreign language teaching.

Criteria for Selection

1. The recipient must be a member of FLAVA.
2. The recipient must have a minimum of five years teaching experience with at least half of each year's assignment in the area of foreign language.
3. The nominator must submit evidence of excellence in teaching, including supporting letters from students, colleagues, school, and institutional administrators.

Procedures for Nominators

1. Individuals or representatives of institutions/organizations may nominate post-secondary educators.
2. The following items in the nominating dossier must be included in order:
 - a. FLAVA Award Cover Sheet.
 - b. Nominating cover letter signed by the nominator or by an individual officially designated by the institution or organization to assemble the dossier. If delivered electronically, it must clearly originate from the nominator's institutional email address.
 - c. *Curriculum vita* of the candidate (length must not exceed five pages).
 - d. Letters of support clearly explaining the rationale for the choice of this individual. 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.

Deadline

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FLAVA Award
Excellence in Foreign Language Teaching, Post-Secondary
Selection Criteria

(For use by the Selection Committee)

Name of Nominee _____ Evaluator _____
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Maximum number of points for each criterion: **5**

Total number of points: **100**

Quality of contributions and their relevance to teacher education should weigh heavily in establishing point totals.

A. Teaching (25 points maximum)

- _____ 1. Courses taught that reflect innovative approaches and demonstrate change and alignment with current theories and practices.
- _____ 2. Impact on students.
- _____ 3. Impact on foreign language programs (may be at the school level, in higher education, or both).
- _____ 4. Impact on other programs within the candidate's institution and/or programs in other institutions.
- _____ 5. Learning materials authored, edited, or produced (including textbooks, computer programs, and other materials).

B. Research (20 points maximum)

- _____ 6. Research conducted, including classroom action research and qualitative research projects.
- _____ 7. Quality of published materials (articles, books, reviews, etc.) in the area of teacher education.
- _____ 8. Forum of publications and/or presentations.
- _____ 9. Impact on foreign language education (and other fields, if appropriate).

C. Service (20 points maximum)

- _____ 10. Range of activities within the local institution.
- _____ 12. Impact on local, state, and regional professional organizations.
- _____ 13. Impact on national and international professional organizations.
- _____ 14. Impact on the profession as a whole.

D. Educating Current and Future Professionals (25 points maximum)

- _____ 15. Range of activities.
- _____ 16. Number and forum of workshops, presentations, and related activities.
- _____ 17. Impact on preservice (entry level) teacher candidates.
- _____ 18. Impact on inservice teachers (accomplished/experienced).
- _____ 19. Impact on home institution and on other institutions and organizations.

E. Recognition (10 points maximum)

- _____ 20. Recognition through special honors and awards.

FLAVA Distinguished Service Award

The Distinguished Service 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. Include a record of special honors and awards received and a brief description of innovative curricular programs that the nominee has established.
4. Document 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. May be submitted electronically along with the originating email address of the writer.
5. Include supporting letters from those who work under the nominee's supervision. Supporting letters should document the nominee's excellence as a teacher and/or professional leader in foreign language education. May be submitted electronically along with the originating email address of the writer.

Deadline

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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)**

FLAVA 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 22, 2006**.
- The award is presented during FLAVA's Awards Banquet held during the Annual Fall Conference, October 13, 2006, 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.

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