

**2011 AWARD II NOMINATION FORM
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
TEACHER OF THE YEAR AWARD**

*Outstanding Contributions to Business Education by a Postsecondary Business Teacher
(Other Than a Senior College or University Teacher)*

ELIGIBILITY

The nominee must be primarily engaged in teaching business at the postsecondary school level. If the nominee has dual responsibilities, **at least 50 percent of those responsibilities** at the major employing institution must be in teaching. The nominee's contributions may have been made over an extended period of time, but the major impact must have occurred within **three (3) years** prior to the nomination. The nominee must be a **current** member of NBEA **both at the time nominated and at the time receiving the award**. In order to be considered for the NBEA Award, the nominee must be a current member of NBEA and have been a member for a minimum of three (3) years. Credentials of candidates not receiving a 2011 award shall be retained for consideration for the following year. Nominees must continue to meet eligibility requirements. Retired teachers are eligible for NCBEA Awards but will not be eligible for NBEA awards.

NOMINATION GUIDELINES *(Please read carefully.)*

1. Nominations must be made by an NBEA member or by the Executive Boards of NBEA-affiliated state or local associations. The nominator signing the form must be a current NBEA member, or the nominee will be disqualified.
2. Nominations must be on this 2011 nomination form cover sheet with the biographical data of nominee on the accompanying sheet (p. 2). Biographical data may not exceed one page, one side only. Responses to each criterion on page 3 must not exceed one page, one side only. Please type each statement at the top of a separate sheet of paper before beginning your response. A 10-point or larger font is required.
3. Nine (9) copies of the nomination packet must be submitted to NCBEA Awards Chairperson. All material (including the nomination form, the biographical data, the criterion responses, and the supporting letters) must be on *yellow* paper.
4. A minimum of two (2) and a maximum of five (5) supporting letters, each limited to one side of one piece of 8 1/2" x 11" paper or letterhead, should accompany this form. A 10-point or larger font is required. Please note: Letters longer than one page will result in disqualification of the nominee.
5. No additional pages or material should be included with the nomination form other than letters as stated in #4 above.
6. Nominations should be mailed to the **NCBEA Awards Chair, Linda Harper, 604 N. Antler Drive, Mt. Zion, IL 62549.**
7. Nomination papers must be postmarked by **June 15, 2011.**

**FAILURE TO FOLLOW ANY OF THE NOMINATION GUIDELINES WILL
RESULT IN DISQUALIFICATION OF THE NOMINATION.**



Date _____ NBEA Membership No. _____

Full Name of Nominee _____

Home Address _____

Present Position _____ School _____

School Address _____

Daytime Phone _____ Evening Phone _____ E-Mail _____



Name of Nominator _____ Signature _____

Home Address _____

Position _____ E-Mail _____ NBEA Membership No. _____

BIOGRAPHICAL DATA OF NOMINEE

Outstanding Contributions to Business Education by a Postsecondary Business Teacher (Other Than a Senior College or University Teacher)

List most recent activities first. (You may reproduce this page; however, you are limited to one total page, not one page for each of the five criteria.)

1. DEGREES

[List degrees, institutions, and years attended.]

2. TEACHING/ADMINISTRATIVE EXPERIENCE

[Give years of experience in business education teaching], supervision, and administration].

3. PROFESSIONAL MEMBERSHIPS

[Provide name, years of membership, and leadership positions.]

4. HONORS AND AWARDS

[Provide name of award, years, and name of sponsoring organization.]

5. PUBLICATIONS AND PRESENTATIONS

[Provide name of article/book, copyright date, and publisher. Do not include copies of any publications.]

Criteria for Award

Please type each criterion at the top of a separate sheet of paper. Each response must not exceed one page, one side only. A 10-point or larger font is required.

- 1. Contributions to business education through teaching. Include information about classroom teaching performance, years of experience, and subject areas taught; give evidence of effectiveness (student, peer, and administrative evaluations). Supporting documentation from students, administrators, and/or professional colleagues (incorporated into the narrative) is essential to this criterion. Do not include copies of student evaluations or other documentation. (Maximum points—50)**
- 2. Participation and offices held in local, state, regional, and national professional associations and other special activities resulting in the improvement of the profession. (Maximum points—20)**
- 3. Involvement in other activities such as departmental responsibilities, serving on committees, and working with student organizations. (Maximum points—15)**
- 4. Contributions to business education through major articles, refereed publications, non-refereed publications, and research activities (including grant proposals). Describe the significance of such activities on the profession. List—but do not include copies of—articles, monographs, books, etc., published by the nominee. (Maximum points—10)**
- 5. Contributions to business education through religious, civic, government, cultural, private business organizations. (Maximum points—5)**

NOMINATION PACKAGE MUST BE POSTMARKED BY June 15, 2011.

Mail to:

NCBEA Awards Chair, Linda Harper, 604 N. Antler Drive, Mt. Zion, IL 62549