

**2018 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. Award winners must be registered and be present at the convention to accept the award. Credentials of candidates not receiving a 2018 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 this form must be a **current NBEA member** or the nominee will be disqualified.
2. Nominations must be made on this **2018 nomination form** cover sheet. The **biographical data of nominee** on the accompanying sheet on page 2 **and the 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. 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**, may 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.
4. **No additional pages or material** should be included with the nomination form other than letters as stated in #4 above.
5. Nominations should be **emailed to the 2018-2019 NCBEA Awards Chair, Jason Hendrickson, at indianabusinessed@gmail.com**
6. Nomination papers must be postmarked by **August 15, 2018**.

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

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Date \_\_\_\_\_ NBEA Membership No. \_\_\_\_\_

Full Name of Nominee \_\_\_\_\_

Home Address \_\_\_\_\_

Present Position \_\_\_\_\_ School \_\_\_\_\_

School Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Email \_\_\_\_\_

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Name of Nominator \_\_\_\_\_ Signature \_\_\_\_\_

Home Address \_\_\_\_\_



## 2018 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 point—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 to 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 point—5)

**NOMINATION PACKAGE MUST BE RECEIVED BY AUGUST 15, 2018.**

**Email to: [indianabusinessed@gmail.com](mailto:indianabusinessed@gmail.com)**