

# NEA ESP OF THE YEAR AWARD

## NOMINATION AND FORMATTING GUIDELINES

**NOTE: If the nominee submits documents to the affiliate that do not comply with NEA ESP of the Year Guidelines** outlined in this document, the **nominating affiliate** is responsible for editing or reformatting those items prior to submitting the nomination packet to NEA ESP Quality.

### General Guidelines

- The entire nomination packet **must be no more than 14 pages** and must include the following components listed below, in the specified order and in accordance with the formatting guidelines noted in each section.
  1. Data Sheet (1-page maximum)
  2. State Affiliate Acknowledgement Form (1-page maximum)
  3. Nominee Statement (5-pages maximum)
  4. Résumé (1-page maximum)
  5. Three Letters of Recommendation (2-pages maximum for each letter; 6-pages total)
  6. Promotional Photo (used for promotional purposes only). The photo does not count towards the 14-page maximum.
- Handwritten documents will **NOT** be accepted.
- **Number the pages** of the entire package consecutively, starting with the Data Sheet as “Page 1.”
- Do **NOT** staple or permanently bind the materials or include covers or decorative packaging. Paper clips **ARE** acceptable.
- Do **NOT** include photos of the nominee (other than the required promotional photo), articles or news clippings about the nominee, or any other materials not specified in these guidelines.
- A Sample Nomination Package is available to assist in the preparation of the nomination package. It should only be used for assistance with formatting and layout purposes.

### Disqualification Criteria

Nominations will be automatically disqualified if:

- the State Affiliate Acknowledgment Form is not signed by the affiliate president;
- the nomination is received after the deadline;
- the nomination does not adhere to the formatting and submission guidelines;
- the nomination does not include all the required materials; or,
- the nomination includes handwritten documents, clippings, news articles or photos (other than the required promotional photo).

### Submission Guidelines

1. Submissions by e-mail are strongly preferred, but hard copies by mail will be accepted. Faxed copies will NOT be accepted.
2. Complete nomination packages must be received at NEA no later than 5:00 p.m. EST on Friday, December 8, 2017.

Email nomination packages to [Lconnor@nea.org](mailto:Lconnor@nea.org) or mail hard copies to:

NEA ESP Quality

Attn: Lisa Connor, ESP of the Year Application

1201 16<sup>th</sup> Street, NW, Suite 613, Washington, DC 20036-3207

### **Data Sheet**

**Formatting:** Limit 1-page maximum, 12-point font. Must use provided form. Handwritten data sheets will NOT be accepted.

Fully complete nominee and affiliate information. The Data Sheet must be labeled “Page 1” of your packet, with the following pages numbered consecutively from there.

**Criteria/Scoring:** The Selection Committee does not score the Data Sheet. It is reviewed only to ensure that eligibility and submission requirements are met.

### **State Affiliate Acknowledgement Form**

**Formatting:** Limit 1-page maximum, 12-point font. Must use provided form. Must be signed by the affiliate president. Handwritten forms will NOT be accepted. Page numbering continues with the form labeled as “Page 2.”

**Criteria/Scoring:** The Selection Committee does not score the Acknowledgment Form. It is reviewed only to ensure that eligibility and submission requirements are met.

### **Nominee Statement**

**Formatting:** Limit 5 pages’ maximum, 12-point font, double-spaced, one-inch margins on all sides. Each criterion area must be clearly labeled with the corresponding criterion heading to aid the Selection Committee with their review. Page numbering continues. Handwritten statements will NOT be accepted.

**Criteria/Scoring:** The Selection Committee will review and score the Nominee Statement for up to 5 points per criterion (for a maximum of 25 points).

Nominee Statement must give specific examples of achievement in each of the following five criterion areas and must provide examples of how the nominee goes above and beyond the roles and responsibilities of his/her job description.

- 1. Professional Practice:** Worksite responsibilities and professional achievements the nominee has made in his/her field; must include at least one example of how the nominee has directly impacted student success in his/her school or worksite. (5 points)
- 2. Member Advocacy and Association Involvement:** Evidence of leadership, creativity and innovation in advocating for members, for the profession and for public education; evidence of involvement in NEA or the local/state affiliate and how that involvement contributes to professional success; evidence that the nominee engages in member recruitment activities and encourages fellow members to be more active. (5 points)
- 3. Community Engagement:** Details on how the nominee is involved in promoting public education within the community through charitable projects and activities and examples of how that involvement has benefited students, families and other members. (5 points)
- 4. Personal Achievement:** A description of the nominee’s personal and/or professional goals; what they have done or are doing to meet these goals; how his/her growth and goals benefit students, members and/or families or the larger community; and advice they would give to a colleague entering the profession. (5 points)

**5. Enhancement of ESP Image:** Details of how the nominee’s activities have enhanced the image of ESP at the worksite, in the Association and in the community. (5 points)

NOTE: The Selection Committee will also review and score the Résumé and Letters of Recommendation as further evidence of the nominee’s accomplishments in the criterion areas listed above.

### **Résumé**

**Formatting:** Limit 1-page maximum, 12-point font, one-inch margins on all sides. Page numbering continues. Handwritten résumés will NOT be accepted.

**Criteria/Scoring:** The Selection Committee will review and score the Nominee Statement, Résumé, and Letters of Recommendation for up to 5 points per criterion (for a combined maximum of 25 points).

The Résumé should further demonstrate the nominee’s accomplishments related to the Nominee Statement criteria (i.e., professional practice, member advocacy and association involvement, community engagement, personal achievements, and enhancement of ESP image).

The Résumé should provide brief bullets of the nominee’s work and professional experiences, which may include:

- Current and past professional positions held
- Education, training and/or certificates, licenses, etc.
- Association positions or committee appointments
- School or district positions or committee appointments
- Positions with outside organizations, community groups or other stakeholders
- Honors and awards

### **Letters of Recommendation**

**Formatting:** Limit 2-page maximum for each letter, double-spaced, 12-point font, one-inch margins on all sides. Page numbering continues. Handwritten letters will NOT be accepted. Nominees **must include 3** Letters of Recommendation.

**Criteria/Scoring:** The Selection Committee will review and score the Nominee Statement, Résumé, and Letters of Recommendation for up to 5 points per criterion (for a combined maximum of 25 points).

Letters of Recommendation must answer the question, “Why does this nominee deserve the 2018 NEA ESP of the Year Award?” through specific examples of accomplishments related to the Nominee Statement criteria (i.e., professional practice, member advocacy and association involvement, community engagement, personal achievements, and enhancement of ESP image). The letters must also provide examples of how the nominee goes beyond the roles and responsibilities of his/her job description.

The letters should be from those who know the nominee well, such as the state and/or local association president, association leaders, colleagues, current or former students, parents of students, community members, etc. Letters must note how long the writer has known the nominee and in what capacity the writer can comment on the nominee’s accomplishments.

**Promotional Photo**

**Formatting:** Each nominee must include a high-resolution, digital headshot that will be used for promotional purposes only. The photo should be 1200 x 1200 pixels or 1.4Mb in size and 240-300 dpi (jpg, tif, or eps file). If the nomination packet is submitted by hard copy, a digital headshot may be submitted separately by email. The photo must be received by 5:00 p.m. EST on Friday, December 8, 2017. The photo does not count towards the 14-page maximum.

**Criteria/Scoring:** The Selection Committee will NOT review or score this photo.

**Questions?**

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