

# 2018 Award II Nomination Form

## National 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 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 years prior to the nomination. The nominee must be a current member of NBEA and have been a member for a minimum of three (3) years. Nominee must have attended at least three of the last seven NBEA Annual Conventions to be eligible for the award. Must register and be present at the convention to accept award.

**Nomination Guidelines (Please Read Carefully)**

1. Nominations must be made by an NBEA member or by the Executive Boards of NBEA-affiliated regional, state, or local associations. The nominator signing the form must be a current NBEA member, or the nominee will be disqualified. The signed nomination form must be forwarded to the nominee for completion. Incomplete nomination packets received at NBEA headquarters will not be considered by the selection committee.
2. Nominations must be on this **2018 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. **Seven (7) copies** (collated) of the nomination packet must be submitted to NBEA Headquarters. **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. Letters received at NBEA headquarters separate from the seven nominations packets will **NOT** be considered.
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 NBEA Awards Committee, 1914 Association Drive, Reston, VA 20191-1596.
7. Nomination papers must be postmarked by **December 1.**

**Failure to follow ANY of the nomination guidelines will result in disqualification of the nomination!**

	Date	
Full Name of Nominee		
Address		
City	State	Zip
Present Position		
NBEA Membership No.	Daytime Phone	
.....		
Name of Nominator	Signature	
Address		
Position	NBEA Membership No.	

For Office Use Only:  
Submitted: \_\_\_\_\_ Resubmitted: \_\_\_\_\_

## **Biographical Data of Nominee for Award II** *(List most recent activities first)*

1. CONVENTION ATTENDANCE . . . [List number of NBEA Annual Conventions and years attended during past seven years.]

2. DEGREES . . . [List degrees, institutions, and years attended.]

3. ADMINISTRATIVE/TEACHING EXPERIENCE . . . [Give years of experience in business education and administration or supervision.]

4. PROFESSIONAL MEMBERSHIPS . . .

5. HONORS AND AWARDS . . .

6. PUBLICATIONS . . .

## Criteria for Award II

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. Special activities that resulted in needed changes or improvements in 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, and/or private business organizations. (Maximum points—5)

**NOMINATION PACKAGE must be POSTMARKED by  
December 1, 2017**

**Mail to:  
NBEA AWARDS COMMITTEE  
NBEA  
1914 ASSOCIATION DRIVE  
RESTON VA 20191-1596**