



2012 Oklahoma Medal for Excellence in Teaching at a Regional University or Community College

General Information

The Oklahoma Foundation for Excellence is a privately-funded statewide nonprofit organization created to recognize and encourage academic excellence in Oklahoma's public schools. Each year an independent committee selects winners of the Oklahoma Medal for Excellence in Teaching and Administration in the following categories: public elementary teaching; public secondary teaching; public regional university and community college teaching; public research university teaching; and public school administration. Each of the five educators selected receives a \$5,000 cash award and a glass sculpture designed specifically for this award. Honorees will be recognized at the Academic Awards Banquet on May 19, 2012.

Basic Criteria:

1. The nominee must currently be a full-time faculty member employed by a public regional university or community college in Oklahoma (as those terms are defined by the Oklahoma State Regents for Higher Education) and must have demonstrated excellence in education. *Each nominee's performance will be evaluated in terms of his or her own particular teaching environment.*
2. The nominee *must have* a teaching component in his or her current job description.
3. Anyone is eligible to make nominations for these awards.

General Directions:

1. **ALL NOMINATION MATERIALS MUST BE POSTMARKED ON OR BEFORE TUESDAY, NOVEMBER 29, 2011.** Please note that only information submitted *by this deadline* will be considered.
2. Submit only the materials requested. Items such as photographs, articles and examples of student work *will not be forwarded to the Selection Committee and will be discarded.* No information that has been submitted will be returned.
3. The "Statement from the Nominee" *must be typed, double-spaced,* on 8 ½" x 11" sheets of paper. Recommendation letters and the "Statement from the Nominator" *may be single-spaced.*
4. The first page of the nomination *must be* the "Nominee Information Form." *Staple* all pages together (in the upper left-hand corner) in the order described in the "Nomination Checklist." *Do not enclose nominations in a folder or binder.*
5. Retain one copy of the application for your records. *Mail a total of four sets* of the nomination materials, postmarked on or before *Tuesday, November 29, 2011,* to:

**Chairman of the Selection Committee
Oklahoma Foundation for Excellence
120 N. Robinson, Suite 1420-W
Oklahoma City, OK 73102-7434**

6. If you have questions regarding the nomination process or need additional copies of the nomination forms, please check our website at www.ofe.org or call the Foundation office at (405) 236-0006.



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Nominee Information Form

This page *must* be the first page of each copy of the nomination packet. Staple (in the upper left-hand corner) all other pages behind it.

Information about the Nominee (Please type):

Name (Mr. Ms. Mrs. Dr.) _____ Gender _____

Home Mailing Address _____

City _____ State _____ ZIP _____

Home Phone (_____) _____ E-mail Address _____

School _____

School Address _____

School City _____ State _____ ZIP _____

School Phone (_____) _____

Subject or Position _____

Years in the Education Profession _____

Information about the Nominator:

Name (Mr. Ms. Mrs. Dr.) _____

Position _____

Address _____

City _____ State _____ ZIP _____

Daytime Phone (_____) _____

Signature _____ Date _____

List two colleagues of the nominee who endorse this nomination and would be willing to be contacted by the Selection Committee. *(These may include, but are not limited to, those writing letters of recommendation.)*

Name _____ Position _____

Address _____ Daytime Phone (_____) _____

City _____ State _____ ZIP _____

Name _____ Position _____

Address _____ Daytime Phone (_____) _____

City _____ State _____ ZIP _____



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Professional Information about the Nominee

Directions: The following information *must be typed* on 8 ½" x 11" sheets of paper. Be sure to indicate the question number before each response.

Accomplished teachers have a rich understanding of the subject(s) they teach. Because that understanding comes in part from their academic preparation, provide information about the nominee's:

1. Educational background, including institutions where nominee trained, dates and degree(s) granted.
2. Employment experience that has contributed to the nominee's expertise as a teacher, including institutions where the nominee has worked, positions held and dates for each. Also, provide the names of courses taught and the number of students in each course for the present and past five semesters, excluding summer school, for a total of six semesters.

Accomplished teachers find opportunities to strengthen their teaching and deepen their knowledge. They are also members of learning communities. Provide information about the nominee's:

3. Non-teaching professional activities (research, publications, presentations, advising, campus service, community service, professional affiliations, participation in professional development, etc., including dates) **that contribute to the nominee's effectiveness in teaching.**

Accomplished teachers are recognized by their colleagues and students. List the nominee's:

4. Teaching honors and awards, including dates and identifying the entity conferring each award (e.g., student body, administration, colleagues, regents, alumni, civic group, industry group, etc.).



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Essay & Recommendations

Statement from the Nominee: The statement from the nominee must be limited to *three double-spaced typewritten pages*.

As an accomplished teacher, you base your practice on principles of learning that have proven effective for you. These principles may be based on prevailing theories of cognition, on truths learned from many years in the classroom or on time-tested philosophies. Along with these principles, you have at your command a range of instructional techniques. You know when each is appropriate and you are able to implement each as needed.

Describe the principles that guide you as a teacher and explain how your instructional techniques reflect these principles. When appropriate, give specific examples from your teaching experience, including education innovations, and show how your teaching has enhanced student learning.

Statement from the Nominator: The statement from the nominator must be limited to *two typewritten pages*.

Describe the exceptional merits of the nominee.

Letters of Recommendation: Each letter of recommendation must be limited to *two typewritten pages*.

Attach three letters of recommendation. These letters should specify the writer's relationship to the nominee and give specific examples that illustrate the teaching qualifications of the nominee. Two letters *must be from former students of the nominee*; the other *must be from an administrator or colleague of the nominee*.

Nomination Checklist

- Staple (in the upper left-hand corner) all sheets behind the "Nominee Information Form" in the following order:
 - Nominee Information Form
 - Professional Information
 - Statement from the Nominee
 - Statement from the Nominator
 - Three (3) Letters of Recommendation

- Retain a copy of the application for your records. *Submit a total of four sets* of the nomination materials.

NOMINATION MATERIALS MUST BE POSTMARKED ON OR BEFORE TUESDAY, NOVEMBER 29, 2011.