

**2011 Award Nomination Form
Minnesota Business Educators Inc.
- TEACHER OF THE YEAR AWARD -**

Choose One:

- I. Outstanding Contributions to Business Education by an Emerging Professional (five or fewer years of experience in teaching business education)
- II. Outstanding Contributions to Business Education by a Secondary Business Teacher
- III. Outstanding Contributions to Business Education by a Post-Secondary Business Teacher
- IV. Distinguished Service Award

Eligibility:

The nominee must be primarily engaged in teaching business subjects. 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 member of MBEI. Emerging Professional must have five or fewer years of teaching experience.

Nomination Guidelines: (Please Read Carefully)

1. Nominations may be made by a MBEI member or by the Executive Boards of MBEI affiliated regional or state associations.
2. Nominations must be on this **nomination form** cover sheet (*page 1*), with the biographical data of nominee on the accompanying sheet (*page 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. Five copies of the nomination packet must be submitted to the MBEI Awards Chair.
4. A **maximum of five (5) supporting letters**, each limited to one side of one piece of 8 ½ 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.
5. **No additional pages or materials** should be included with the nomination form other than letters as stated in Number 4 above.
6. Nominations should be mailed to:

Kathryn Larson, MBEI Awards Chair
Owatonna High School,
333 East School Street
Owatonna, MN 55060
klarson1@owatonna.k12.mn.us
7. Nomination papers must be **postmarked by July 15**.

Failure to follow any of the nomination guidelines will result in disqualification of the nomination.

Date: _____

Full Name of Nominee: _____

Address: _____

Present Position: _____

MBEI Division: _____ Daytime Phone: _____ E-Mail: _____

Name of Nominator: _____ Signature: _____

Address: _____

Present Position: _____

MBEI Division: _____ Daytime Phone: _____ E-Mail: _____

**Criteria For Awards I-IV
Outstanding Individual Contributions**

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, private business organizations. (Maximum points—5)

Nomination package must be **postmarked by July 15.**