

## **VASCD Leadership Award Nomination Guidelines and Process**

### **Qualifications**

\*A nominee shall have served for a least two full years in a school division or other educational agency in Virginia with major job responsibilities in the areas of instruction, curriculum, assessment, and/or professional development.

\*A nominee shall be a current member of VASCD.

\*A nominee may be nominated by an individual or group, including teachers, administrators, or school board members from within or outside the nominee's school division or agency.

**The person nominating must provide one of the three letters of recommendation and ensure that a complete nomination packet is submitted.**

### **Selection Criteria**

The nominator should submit a nomination packet on behalf of the nominee that includes the following:

1. An autobiographical record of service and leadership.

This may be an annotated resume' or other document. Regardless of format, it should describe the nominee's educational background and professional experience and should highlight notable accomplishments in the field of curriculum, instruction, assessment and/or professional development at the local, regional, state and/or national levels over the last five years. It should also include a description of service to the profession beyond normal job responsibilities. These contributions might include service or contributions to professional organizations or communities at the local, state, and/or national levels.

2. Three recommendation letters by persons in different job roles who are familiar with individual's contributions to the field.

3. Additional support material is optional but may be included as long as the full packet does not exceed ten pages.

### **Selection Procedures**

A selection committee is chosen by the VASCD Board of Directors through the appointment of an Awards Committee Chair. The award is presented at the Opening Session of VASCD's Annual Conference.

### **Selection Calendar**

\*Nomination packets should be sent electronically to the VASCD office (email to [vascded@gmail.com](mailto:vascded@gmail.com)) prior to October 1, 2018.

\*Notification of selection for the award will be made by October 31.