

NEA ESP OF THE YEAR AWARD NOMINATION GUIDELINES

NOMINATION DEADLINE:
Must be received at NEA Headquarters by 5:00 PM EST
Wednesday, December 7, 2016

- Purpose:** The **National Education Association (NEA) Education Support Professional (ESP) of the Year Award** recognizes the contributions of Education Support Professionals (ESP) to their schools, communities, and their profession. The award is presented to a member of the NEA who demonstrates outstanding accomplishments and reflects the contributions of ESP to public education. The award is presented jointly by the NEA and NEA Member Benefits.
- Award:** Each year, one nominee receives the **NEA ESP of the Year Award**, which includes all-expense paid travel to that year's NEA ESP National Conference and a \$10,000 personal cash prize. NEA Member Benefits presents the monetary award. The winner will also be invited to address that year's NEA Representative Assembly and attend the following year's NEA ESP Conference. Expenses for these activities are paid for by NEA.
- Eligibility:** All current ESP members of an NEA local affiliate or bargaining unit who have been NEA members for at least **three years** as of January 15 of the award year are eligible. Nominees must be an "active" member at the time of selection. Individuals must be nominated by their state affiliate through a state ESP award system or by their local association if a state award system does not exist.
- Disqualifiers:** Nominations will automatically be disqualified if: the nomination packet is not complete, the nomination is received after the deadline; the nomination is not signed by the state president (for state nominees) or local president (for local nominees); or, the nomination includes handwritten documents, clippings, articles or photos (other than the required promotional photo).
- Nominations:** State Affiliates: Each state affiliate may submit **only one nominee through its state ESP award system**. A state ESP award system is defined as one developed by a state affiliate that solicits nominations from local affiliates and then selects one statewide award nominee. Criteria for the state award may be designed by the individual state affiliate but must not conflict with the national award's criteria and purpose.
- Local Affiliates: If a state affiliate does not have an ESP award system in place, then local affiliates may submit **only one nomination directly to NEA**. Local affiliates are urged to send a copy of their nominations to the state affiliate.
- Selection:** All nominations must comply with the nomination guidelines. The NEA Selection Committee will review all nominations to ensure that eligibility and submission requirements are met. The NEA Selection Committee will forward its recommendation to the NEA president who will then present the recommendation to the NEA Executive Committee for consideration and action.

- Criteria:** Nominations are judged according to the following five criterion:
- **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 directly impacts student success in his/her school or workplace.
 - **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 its affiliates and how it contributes to professional success; evidence that the nominee is active in member recruitment and encouraging colleagues to be more involved members.
 - **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.
 - **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 the community; advice they would give to a colleague entering the profession.
 - **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.

Selection committee members will rate nominees on a scale of 1 to 5 for each criterion, where "1" represents minimal evidence of the criterion, and "5" represents very strong evidence of the criterion.

Notification: The NEA ESP of the Year Award will be presented at the 2017 NEA ESP National Conference in March. The Conference will be held March 10-12, 2017.

Deadline: All nominations must be received by NEA no later than 5:00 PM EST on Wednesday, December 7, 2016.

Nomination Packet

All forms are available electronically at: www.nea.org/esp.

New! One high-resolution digital head shot must be included with all nomination packets. This photo is for promotional purposes only and will not be viewed by the selection committee. This is not part of the formal application, but is required.

Note! Nominations will automatically be disqualified if: the nomination is received after the deadline; the nomination is not complete; the nomination is not signed by the affiliate president; or, the nomination includes handwritten documents, clippings, articles or photos (other than the required promotional photo). **If the nominee submits documents to the affiliate that do not comply with NEA guidelines**, the nominating affiliate is responsible for editing or reformatting those items prior to submitting the nomination packet to NEA ESP Quality.

Nomination packets must include all of the materials listed below, in the specified order and in accordance with the formatting instructions. The entire nomination packet must be no more than 15 pages total.

Data Sheet – *(Limit 1 page maximum, 12-point font, use provided form. Handwritten data sheets will not be accepted.)*

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

Nomination Letter – *(Limit 5 pages maximum, 12-point font, double-spaced, one inch margins on all sides)*

Must be on state affiliate letterhead (unless there is no state ESP award program, in which case, nomination must be on local affiliate letterhead) and signed by the affiliate president.

Nomination letter must address each of the following five criterion. Each area must be clearly labeled with the criterion heading to aid the Selection Committee in their review:

- 1. Professional Practice:** Include worksite responsibilities and professional achievements the nominee has made in his/her field; must include at least one example of how the nominee directly impacts student success at his/her school or workplace.
- 2. Member Advocacy and Association Involvement:** Include evidence of leadership, creativity and innovation in advocating for members, for the profession and for public education; include how the nominee’s involvement in NEA or its affiliates contribute to professional success; include evidence that the nominee is active in member recruitment and encouraging colleagues to be more involved members.
- 3. Community Engagement:** Include 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.
- 4. Personal Achievement:** Include a description of the nominee’s personal and/or professional goals including: what they are doing or have done to meet these goals; how his/her growth and goals benefit students, members and/or the community; and, what advice they would give to a colleague entering the profession.
- 5. Enhancement of ESP Image:** Include details of how the nominee’s activities have enhanced the image of ESP at the worksite, in the association and in the community.

Résumé – *(Limit 1 page maximum, 12-point font, double-spaced, one inch margins on all sides)*

Provide brief bullets or narrative of the nominee’s work and professional experiences, which may include:

- Professional positions held
- Education
- Association positions
- Positions with outside organizations, community groups or partners
- Honors and achievements

Nominee Statement – *(Limit 2 pages maximum, 12-point font, double-spaced, one inch margins on all sides)*

Give specific examples of achievement in each of the five criterion areas:

- Professional Practice
- Member Advocacy and Association Involvement
- Community Engagement
- Personal Achievement
- Enhancement of ESP image

Letters of Endorsement - *(Three letters, limit 2 page maximum for each, double spaced, 12 point font, one inch margins on all side. Handwritten letters will not be accepted.)* Nominees **must** include three letters of endorsement. Letters should be from those who know the nominee well, such as 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 is able to comment on the nominee's professional, association and/or community work.

Promotional Photo - Each nominee shall include a high-resolution, digital headshot that will be used for promotional purposes only. This photo will not be reviewed by the Selection Committee. If the nomination packet is submitted by hard copy, a digital headshot may be submitted separately by email. The photo must be submitted by 5:00 PM EST on Tuesday, December 7, 2016.

Submission Guidelines

1. **Number the pages** of the entire package consecutively, starting with the Data Sheet as "Page 1".
2. Do **NOT** staple or permanently bind the materials. Paper clips are acceptable.
3. Include **ONLY** the materials requested in these guidelines. Do **NOT** include covers, decorative packaging, pictures (other than the required promotional photo), articles, clippings, etc.
- 4.
5. **The complete nomination package must be received at NEA no later than 5:00 PM EST on Wednesday, December 7, 2016.**
- 6.
7. **Submissions by e-mail are strongly preferred**, but hard copies by mail will be accepted. Faxed copies **will not be accepted.**

Send nomination packages to:

Lconnor@nea.org

Or

NEA ESP Quality

Attn: Lisa Connor, ESP of the Year Application

1201 16th Street, NW, Suite 613

Washington, DC 20036-3207

Questions? Contact:

Lisa Connor, Lconnor@nea.org; (202) 286-

0592 Jessica Brinkley, JDbrinkley@nea.org; (202)

822-7931