



FOUNDATION *for* EXCELLENCE

MARTHA COMER CHAIR FOR TEACHERS OF LANGUAGES NOMINATION ELIGIBILITY INFORMATION & SAMPLE AWARD APPLICATION

PLEASE NOTE: All nominations must be submitted via the online process:

<http://athensffe.org/awards/>

Nominees should refer to their nomination email for the direct link to their award application.

The *Martha Comer Chair for Teachers of Languages* is awarded biennially (odd-numbered years only) in her memory to honor a master teacher of foreign languages, classical languages, or English to Speakers of Other Languages (ESOL) at any level. Read more about Martha Comer and past awardees on the Foundation for Excellence website.

Qualifications: Eligible educators are those who:

- Have completed at least five years of teaching experience in foreign language, classical language, and/or ESOL with at least three years in the Clarke County School District;
- Hold current Georgia teaching certification;
- Are employed by the CCSD as a full-time or part-time teacher on the first day of pre-planning of the calendar year of the nomination (retiring teachers are eligible to receive the award);
- Do not currently hold any other FFE award; and
- Have never previously received the *Martha Comer Chair for Teachers of Languages*.

Term: This chaired award is presented for two years at a level of \$1250 per year. Nominations for this chair are accepted only in years ending in an odd number.

NOMINATION PROCESS:

Nominations are now completely online. Please see below how the process differs from previous years.

Primary Changes:

- The awards process will consist of 3 separate time frames: Nomination, Application, & Supporting Documentation.
 - **Nomination (February 18-March 1):** Nominations may be made by principals/supervisors, colleagues, students, parents, or community members. There is no limit to the number of nominations made by any one school.
 - **Application (February 25-March 19):** Once a CCSD employee is nominated for an award, he or she will be contacted by the FFE awards committee to begin the application process (the later a nomination comes in, the less time an applicant will have to complete the process).
 - Primary information necessary to complete the application includes education credentials, contact information for letters of support, and any essays associated with the award (please note that the Stroud, Downs, and Horvat awards require no essay).
 - **Supporting Documentation (March 4-April 1):** During the application phase, the CCSD employee who has been nominated will be asked to provide the names and email addresses for the individuals the Foundation should approach for two (2) **letters of support** from past or present administrators/supervisors, co-workers, students, parents, or community members.
- To assist with the overall submission process, the FFE will create several guiding documents; it is recommended that nominators and nominees pay special attention to these documents to ensure all requirements and eligibility standards are met.



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Process Overview

Nomination	Application	Supporting Documentation
<ul style="list-style-type: none">• February 18-March 1• Note: Overlap is intended to give a longer time frame for nominations & application completion	<ul style="list-style-type: none">• February 25- March 19• Nominees will be notified on the Monday following their nomination to begin their application	<ul style="list-style-type: none">• March 4-April 1• The FFE will communicate with individuals identified as early as possible to provide supporting documentation to complete submission

COMPLETED APPLICATIONS ARE DUE BY MARCH 19th AND ALL SUPPORTING DOCUMENTS ARE DUE BY APRIL 1st.

Please see below for a sample version of the online application process.

Completing the below template will assist in gathering information for the online submission process and will help you prepare answers for the questions you will be asked to answer.

Once an individual is nominated, they will be contacted by the FFE to complete the application process. Nominator information will be provided to the nominee, so that the nominator can assist with the application & supporting document requirements if needed.

The content below is offered as a template for you to gather information for the online submission process. Collecting the information below will assist you in completing your applications quickly. There are also 1-2 questions that you should be prepared to answer (see below).



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PART I: NOMINEE PERSONAL INFORMATION:

Nominee Name:
 Nominee CCSD Email:
 Nominee School or Department:
 Nominee Current Position:
 Nominator Name (refer to email from FFE):

PART II: NOMINEE PROFESSIONAL DATA:

A. EDUCATION

<u>Degrees Earned:</u>	<u>Field or Major:</u>	<u>Year Earned:</u>	<u>Institution:</u>
Undergraduate			
Master's			
Specialist (6-year)			
Doctorate			
Other:			

List Certification Field(s):

B. TEACHING/PROFESSIONAL EXPERIENCE (Begin with the most recent. Add additional rows as needed.)

Within the CCSD:

<u>Dates:</u>	<u>School:</u>	<u>Position:</u>	<u>Subject/Grade Level:</u>

Relevant Experience Other Than CCSD:

<u>Dates:</u>	<u>School District:</u>	<u>City/State:</u>	<u>Position:</u>	<u>Subject/Grade Level:</u>

C. PROFESSIONAL DEVELOPMENT (Include activities or courses taken in the last four years. Add additional rows as needed.)

<u>Dates:</u>	<u>Activity or Course:</u>	<u>Institution (e.g., CCSD, RESA, ...):</u>

D. PROFESSIONAL ACTIVITIES (Include memberships, conferences attended, professional presentations, etc. Please do not use acronyms. Add additional rows as needed.)

<u>Dates:</u>	<u>Activity:</u>



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E. OTHER SCHOOL/COMMUNITY/LEADERSHIP ACTIVITIES (Include school sponsorships, school or district committees, community organizations, etc. Add additional rows as needed.)

Dates:	Activity:

F. AWARDS AND RECOGNITIONS (Add additional rows as needed.)

Date:	Recognition:	Granting Organization/Agency:

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PART III: NOMINEE ESSAYS (2)

These essays should be completed by the nominee. Essays must not exceed 600 words. Please stay clearly focused on each topic and use concrete examples with vivid details. All essays should be proofread to correct errors in grammar and spelling. Essays submitted that do not reflect these requirements may cause the packet to be rejected.

Discuss how learning a second language affects overall student achievement. How does your personal work reflect or illuminate best practices in this field?

How have you shown leadership in your school and/or community as an advocate for learning/learners of a foreign or second language? Cite specific examples.

PART IV: TWO SUPPORT LETTERS (SUPPORTING DOCUMENTATION)

Two letters (no more) of support are to be provided. Each letter must not 600 words. These letters should come from any combination of present or past administrators/supervisors, co-workers, students, parents of students, or community members familiar with the nominee’s work.

Each letter should address the following:

Why is Mr./Ms./Dr. ___ [the nominee] an outstanding teacher? Please give as many details as you can (while staying within the limit of 600 words).

- Name of author of first letter:
Relationship to nominee:
Email address:

- Name of author of second letter:
Relationship to nominee:
Email address:

*Individuals identified to complete letters of support will be contacted by the Foundation for Excellence starting the week of **March 4th** and will have until **April 1st** to submit the letters (see above timeline). Nominees are strongly encouraged to notify individuals providing letters of support as early as possible.*

Once a nominee provides the FFE with the personal and professional data, essay(s), and the contact information for



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the individuals responsible for submitting their letters of support, the application portion of the awards process will be considered complete. Nominees will receive an email confirmation of their submission.

The FFE anticipates sending one reminder approximately 5 business days prior to the deadline for supporting documentation. Nominees are encouraged to check in with the individuals they identify for supporting documentation to ensure completion of all award components. As a reminder, to be considered a complete award nomination, all steps (nomination, application, and supporting documentation), must be completed and turned in by the appropriate deadline. Final submission of supporting documentation is due **April 1st, 2019**.

Please feel free to direct questions to:

Josh Podvin: jhpodvin@athensffe.org

CJ Amason: director@athensffe.org



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PART IV: ADMINISTRATOR/SUPERVISOR LETTER

This letter of support is to be written by a current administrator or supervisor, such as the school principal, assistant or associate principal, high school department chair, or instructional lead teacher/coach. The letter must not exceed two pages, must use 12-point type, and must be double spaced.

Name of author of administrative letter:
Position/Title:
Email Address:

The letter should be directed to the Foundation for Excellence Award Selection Committee, and should address the following. Attach the letter to the nomination packet in the correct location.

Please address the nominee's knowledge and skill of both the content of what he/she teaches, and pedagogy (instructional planning, implementation, and assessment), as well as any other relevant information for this award. What sets this nominee apart from others? How does he/she demonstrate excellence in teaching?

PART V: TWO ADDITIONAL SUPPORT LETTERS

Two additional letters (no more) of support are to be provided. These two letters should be attached to the nomination packet in the correct location. Each letter must not exceed two pages, must use 12-point type, and must be double spaced. These letters should come from any combination of present or past administrators/supervisors, co-workers, students, parents of students, or community members familiar with the nominee's work. Each letter should address the following:

Why is Mr./Ms./Dr. ____ [the nominee] an outstanding teacher? Please give as many details as you can (while staying within the limit of 2 pages).

Name of author of first additional letter:
Relationship to Nominee:
Email Address:

Name of author of second additional letter:
Relationship to Nominee:
Email Address: