



FOUNDATION *for* EXCELLENCE

KATHRYN H. HUG INSTRUCTIONAL LEADERSHIP AWARD 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 *Kathryn H. Hug Instructional Leadership Award* is awarded biennially (odd-numbered years only) to a district employee whose professional performance demonstrates the skill to design and/or implement an effective instructional program that meets appropriate learning needs for Clarke County students; whose effective communication and collaboration skills connect a variety of people within a school, the district, and the community to address a recognized instructional need; and who nurtures the leadership capacity of others. Read more about Dr. Hug and past awardees on the FFE website.

Qualifications: Eligible educators are those who:

- Have completed at least five years of teaching experience with at least three years in the Clarke County School District;
- Hold current Georgia teaching or leadership certification;
- Are employed by the CCSD as a full-time or part-time educator 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 *Kathryn H. Hug Instructional Leadership Award*.

Term: This award is presented in *odd-numbered years* to one recipient for a two-year term at a level of \$500/year.

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 Office:
 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.)

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

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

<u>Date:</u>	<u>Recognition:</u>	<u>Granting Organization/Agency:</u>

PART III: NOMINEE ESSAY

This essay should be completed by the nominee. Essays must not exceed 600 words. Please stay clearly focused on the 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.

What particular practices or strategies have you put into action that required courage as a leader? Please give specific details to explain.

PART IV: TWO SUPPORT LETTERS (SUPPORTING DOCUMENTATION)

Two letters (no more) of support are to be provided. Each letter must not exceed 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:
How does Mr./Ms./Dr. ___ [the nominee] show exemplary instructional leadership in his/her work? 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 FFE 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 the individual 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.



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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

SAMPLE