

ACCSC 2010 Instructor of the Year Nomination Form



The Accrediting Commission of Career Schools and Colleges (ACCSC) is seeking nominations of member school instructors who are providing outstanding career and technical instruction. Nominees must consistently exhibit excellent teaching practices and have made significant contributions to the development of innovative, unique, and effective programs that serve student needs in the best possible manner. In selecting the ACCSC Instructor of the Year, the Commission will consider several characteristics, including:

- Significant and positive contributions by the instructor at their school and within their community;
- Efforts put forth on behalf of students to improve the quality of education at their institution;
- Facilitation of partnerships within the employment community on behalf of students and graduates;
- Professional contributions through active involvement with a related professional organization, including providing presentations at conferences/seminars, or publishing articles within their field of expertise;
- Leadership in career education as demonstrated through the design or implementation of a creative curriculum that has enhanced students' learning experiences.

Application Procedure

Schools desiring to nominate candidates for Instructor of the Year must submit the following information on **or before July 16, 2010:**

- The completed application form below (attach additional pages as necessary)
- A Program Description designed/implemented by the instructor of **no more than** two (2) pages. This description should address the following:
 - The program's innovative or unique characteristics,
 - Its impact on students and the community, and
 - The instructor's effectiveness.
- Provide two (2) letters of support. Letters must be one page in length and should come from the following individuals:
 - Nominee's immediate supervisor;
 - A current or former student.

The deadline for submission is **July 16, 2010**. Please email completed forms and back-up documentation to Christopher Lambert, Director of External Affairs at clambert@accsc.org

ACCSC 2010 Instructor of the Year Nomination Form

Nominee Information:

Nominee Name:

Institution:

Address:

Phone Number:

Email Address:

Nominator Information:

Name:

Institution:

Address:

Phone:

Email Address:

On a separate page, please answer the following questions about the nominee:

- What positive and significant changes has the instructor contributed to his/her school and the community?
- Describe the efforts put forth by the instructor on behalf of students to improve the quality of education at their institution.
- Describe how the instructor has facilitated partnerships within the employment community on behalf of students.
- Describe how the instructor has been actively involved with a related professional organization including providing presentations at conferences/seminars, or publishing articles within their field of expertise.

In addition, please feel free to share any other compelling information as to why ACCSC should select this nominee as the 2010 Instructor of the Year.

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General Instructor Eligibility – Please the following:

- Nominee must be currently employed as a full-time classroom/laboratory instructor in an ACCSC approved career/technical education program.
- Contributions and achievements on which the nomination is based should have been made within the past ten (10) years.

School Requirements– Please the following:

- Nominating schools must be accredited and in good standing with ACCSC. Good standing is defined as:
 - Not operating under a Show Cause or Probation Order;
 - Not subject to any form of Reporting (e.g., financial, outcomes, refunds, etc.);
 - Not subject to an adverse action by another oversight or regulatory entity (i.e., local, state, or federal);
- Current in all fees due to ACCSC, including any late fees and sustaining fees.
- Submitted the most recent ACCSC Annual Report and Financial Statements.

Recognition:

To ensure that the selected candidate for the Instructor of the Year Award is able to participate in the September 29 – October 1, 2010 Professional Development Conference, ACCSC will furnish an all expenses paid trip, including roundtrip airfare to Philadelphia, meals, and two night's accommodation at the Ritz Carlton Philadelphia Hotel, host location of the conference. The Instructor of the Year will be formally recognized during the awards ceremony of the meeting. The selected candidate will also be required to submit photographs for incorporation into a slide show presentation during the awards ceremony.

If you have any questions regarding the nomination process, Christopher Lambert, Director of External Affairs at clambert@accsc.org

*Deadline for
Submission is
July 16, 2010*