

North American Colleges & Teachers of Agriculture (NACTA) Teacher Recognition Committee

Committee Member Responsibilities

Members of the NACTA Teacher Recognition committee have as a primary responsibility the evaluation of nomination packets that are sent to committee members by the Chair. Our committee is responsible for the evaluation of the Teacher Fellow, Regional Outstanding Teacher, Teaching Award of Excellence, Graduate Student Teaching Award, and John Deere Awards. The Chair of the committee receives the packets in early March, then sends 5 or 6 packets to each committee member to review. The Chair needs a response within two weeks so that award recipients can be notified with enough time to make travel plans to the annual convention. The committee members respond via e-mail, and they do not need to return the nomination packets to the Chair. Award information is online, and it includes a link to the electronic scoring sheet for evaluators. Choose "Teaching Awards" from:
<http://www.nactateachers.org/>

NACTA Teacher Recognition Committee members also attend the committee meeting at the annual conference. At past meetings, discussions relative to changes in procedures or wording of the web pages have led to a streamlining of the nomination and awards process.

A third responsibility of committee members is to encourage colleagues to nominate deserving individuals for the awards, and to help publicize the NACTA teaching award opportunities. If a committee member is nominated for an award, he or she is asked to take a leave from the committee during the year his or her packet is submitted for evaluation.

Chair Responsibilities

The Chair maintains the NACTA Teaching Awards webpages, receives nomination packets via regular mail and biographies and pictures via e-mail, arranges to have all of the nomination packets reviewed, notifies nominees of their status after review, orders the plaques, prints the certificates, delivers the awards to the annual conference, presides over the presentation of the awards, and chairs the NACTA Teacher Recognition Committee meetings. A timeline for the chair's responsibilities follows:

1. July or August: Shortly after the NACTA Conference, update the NACTA Teaching Awards web page.
2. October or November: Attend the mid-year NACTA Exec meeting if possible. You will need to submit a committee report to the NACTA President.
3. January or February: Make contact with reviewers (committee members) to make sure there are enough people and as a friendly reminder that the nomination packets will be sent out in early March.
4. February 1st: contact John Deere requesting their continued help funding the John Deere Award.
5. February, March: Contact the applicants indicating that you received their nomination packets; if an electronic copy of the biography and picture were not received, remind the

nominee that those must also be submitted by March 1st.

6. March 5 or so: Organize nomination packets for sending to reviewers. Send reviewers 4 to 6 packets (depending on the number of reviewers and the number of nomination packets received). The Chair normally pays for packaging and postage, then gets reimbursed from the Secretary/Treasurer. Include a copy of the score form with the nomination packets, and also send the reviewers an e-mail with the link to the online evaluation forms.
7. March 5 or so: Contact the Secretary/Treasurer with list of applicants and to check to be sure they are current members (for all awards). Sometimes the Grad Students will submit a check with their nomination packet, which can get confusing.
8. Last day of March: Contact nominees to let them know the results of the evaluation.
9. First of April: Send the NACTA Editor a CD with the biographies and pictures. Also send the banquet page for the journal, including a list of the reviewers.
10. April: Send a note to the reviewers thanking them for serving on the review committee; ask if they would be willing to serve another year.
11. April: Order the plaques for the banquet. The Chair normally pays for these and gets reimbursed by the Secretary/Treasurer. The plaques to order are: (a) Teacher Fellow, Graduate Student, John Deere, and Distinguished Educator plaques; these are wood frames with plastic overlays that cost approximately \$14 and you can have them shipped from the vendor to the NACTA site. (b) Regional Awards & Teaching Award of Excellence; have these plaques made at a trophy/awards store (cost approximately \$45 per 8 x 10 plaque).
12. April or May: print the certificates for the Teacher Fellow, Grad Student, John Deere, and Distinguished Educator Awards. The Chair normally pays for the parchment paper, then gets reimbursed by the Secretary/Treasurer.
13. May: start putting together excerpts from the nomination packets (to be read at the banquet).
14. May: Prepare a brief NACTA Teacher Recognition Committee report and either forward ahead of the conference (if asked), or bring several copies to the conference (for the Exec Board meeting).
15. May or June: Send out an e-mail to committee members a week or two before the conference indicating that there will be a Teacher Recognition Committee meeting during the conference; state the date/time and location.
16. After the banquet, send John Deere a banquet program and a letter.
17. See #1.

(Thanks to Dr. Bob Stephenson for authoring the original list of Chair responsibilities!)