



# The 2010 NCJLT Teacher Awards Nomination Guidelines

**Introduction:** NCJLT started the Teacher Awards Program in 2001. The purpose of these awards is to recognize outstanding teachers of Japanese at the national level. NCJLT would like your help in identifying outstanding teachers near you for the following prestigious awards.

**Category:**

- K-12 Level Teacher Award
- Community College /College /University Level Teacher Award

**Eligibility:** The nominee must have taught Japanese for at least the last three years in the United States and be a current member of NCJLT. If the nominator is a Japanese language teacher, s/he must be a current member of NCJLT as well. A non-member of NCJLT (such as a principal, department chair, student or parent) can also nominate a candidate. No NCJLT board member is eligible as a nominee for these awards.

**Pre-Nomination:** Send an email message containing the following information to the Teacher Awards Director at [jfujimoto@ou.edu](mailto:jfujimoto@ou.edu) by **April 30, 2010**.

- Nominee's name and affiliation (school/college).
- Nominee's email address.
- Nominee's category for the award.
- A two paragraph statement of why you are recommending your nominee for the award.
- Please write NCJLT TEACHER AWARD NOMINATION in the subject line.

(If you do not meet the April 30 deadline for the Pre-Nomination Process, you may assemble the dossier described below by yourself and send it to the Teacher Award Director by May 31, 2010.)

**Nomination Process:** Upon receiving the electronic nomination, the Teacher Awards Director will contact the nominee and confirm if s/he would like to proceed to apply for the award. If yes, the Director will ask the nominee to seek two more people to write recommendation letters and to have them send their recommendations to the nominator. The nominator will then put the dossier together and send everything to the Teacher Awards Director by **May 31, 2010**.

The nominator is responsible for including the following in a dossier.

1. Nomination form.
2. Three letters of recommendation. Three letters should come from the nominator (you), a student or former student of the nominee, and the nominee's supervisor (or one of the nominee's colleagues if the nominator is the nominee's supervisor). The student and supervisor letters will be written by

these already asked to do so by the nominee. The recommendation letters should touch upon the following points as much as possible:

- Excellence in teaching
  - Energy and dedication
  - Innovative teaching styles and skills
  - Inspiration to students and colleagues
  - Advocacy and leadership in Japanese language and culture education
  - Contribution to local community
3. Application form written by the nominee.
  4. Curriculum Vitae of the nominee (not exceeding 3 pages).
  5. Nominee's essay stating his/her teaching philosophy, efforts for his/her own professional development, contribution to Japanese language and culture education, and long-range vision for Japanese language and culture education in the U.S.
  6. **Three digitalized samples of nominee's students' work to show their language and culture learning and/or a digitalized teaching video of one entire session (approximately 50 minutes, either Mpeg or QuickTime) with his/her lesson plan.**

Application Forms: Forms can be downloaded from <http://www.ncjlt.org/teacherawards.htm>.

Selection Process: The selection committee, which consists of three NCJLT Board Members and two professionals in the language education field assigned by the Director of the Teacher Award, examines dossiers submitted and chooses the recipients carefully.

Recognitions: The official letter from the Teacher Award Director will be sent to the recipient's Principal or Department Chair, and to the affiliate organization of the recipient. The announcement will be made in the Fall issue of お知らせ and the NCJLT web site. There will be an Awards Ceremony at the NCJLT Luncheon at the ACTFL Annual Meeting and Exposition.

Timeline:	April 30, 2010	Deadline for pre-nominations
	May 31, 2010	Deadline for submission of dossier
	September 15, 2010	Announcement of the recipients
	November 2010	Awards Ceremony at NCJLT Luncheon at ACTFL Meeting

Submission: The entire dossier must be sent to the Teacher Awards Director postmarked on or before May 31, 2010

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