

## **2009 Award Nomination Form**

### **Hawai'i Business Education Association Educator of the Year Award**

#### *Outstanding Contributions to Business Education by a Secondary or Post Secondary Educator*

#### **Eligibility**

The nominee must be primarily engaged in teaching or overseeing the teaching of business at the secondary or post secondary level. If the nominee has dual responsibilities, at least 50 percent of those responsibilities at the major employing institution must be related to business education. The nominee's contributions may have been made over an extended period of time, but the major impact must have occurred within two years prior to the nomination. The nominee must be a current member of HBEA.

#### **Nomination Guidelines (Please Read Carefully)**

1. Nominations must be made by an HBEA member. The nominator signing the form must be a current HBEA member, or the nominee will be disqualified.
2. Nominations must be on this 2009 nomination form cover sheet with the biographical data of nominee on the accompanying sheet (p. 2).
  - Biographical data may not exceed one page, one side only.
  - Responses to each criterion on page 3 must not exceed one page, one side only.
  - Please type each statement at the top of a separate sheet of paper before beginning your response. A 12-point or larger font is required.
  - No additional pages or materials such as supporting letters should be submitted. If additional materials are submitted, they will be disregarded.
3. TWO complete copies of the nomination packet must be submitted. If only one copy is submitted the nominee will be disqualified.
4. Nominations should be mailed to Beth Sanders, HBEA Awards Committee Co-Chair, 81-964 Halekii St. Kealakekua, HI 96750.
5. The Awards Committee reserves the right to not issue an award or to issue multiple awards depending on the number and quality of nominations received.
6. No materials will be returned.
7. Nomination papers must be postmarked by December 1, 2008.

▶▶▶ [More]

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Date

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Full Name of Nominee

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Nominee's Address

City State Zip

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Nominee's Present Position: Title and Institution

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Nominee's Phone Number

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Name of Nominator

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Signature of Nominator

Nominator's Phone Number

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Address

City State Zip

**Biographical Data of Nominee** *(List most recent activities first)*

1. DEGREES . . . [List degrees, year awarded, institution awarding.]
2. ADMINISTRATIVE/TEACHING EXPERIENCE . . . [Give years of experience in business education administration or supervision.]
3. HONORS AND AWARDS . . .
4. PROFESSIONAL ORGANIZATIONS . . .
5. WHY IS THIS PERSON BEING NOMINATED. . .

Failure to follow ANY of the nomination guidelines will result in disqualification of the nomination.

▶▶▶ [More]

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#### ***Outstanding Contributions to Business Education by a Secondary or Post Secondary Educator***

Please type each criterion at the top of a separate sheet of paper. Each response must not exceed one page, one side only. A 12-point or larger font is required.

1. Contributions to business education in Hawaii. Include information about classroom teaching performance, years of experience, and subject areas taught; give evidence of effectiveness (student, peer, and administrative evaluations). Supporting documentation from students, administrators, and/or professional colleagues (incorporated into the narrative) is essential to this criterion. Do not include copies of student evaluations or other documentation. (Maximum points—50)
2. Participation and offices held in local, state, regional, and national professional associations. Special activities that resulted in needed changes or improvements in the profession. (Maximum points—20)
3. Involvement in other activities such as departmental responsibilities, serving on committees, and working with student organizations. (Maximum points—15)
4. Contributions to business education through major articles, refereed publications, non-refereed publications, and research activities (including grant proposals). Describe the significance of such activities on the profession. List—but do not include copies of—articles, monographs, books, etc., published by the nominee. (Maximum points—10)
5. Contributions to business education through religious, civic, government, cultural, private business organizations. (Maximum points—5)

Failure to follow ANY of the nomination guidelines will result in disqualification of the nomination.

**DEADLINE FOR FILING NOMINATION: December 1, 2008**